



COLLEGE OF SANTA FE

# ***STUDENT HANDBOOK***

**2008-2009**

The Student Handbook is also available at [www.csf.edu/handbook](http://www.csf.edu/handbook).  
The College may make changes to the policies and procedures during the  
academic year. Please check the online version for updates.

## IDEAS FOR THE STUDENT HANDBOOK

If you are a student at the College of Santa Fe and want to share ideas about this handbook, address mail to Dean of Students, 1600 St. Michael's Drive, Santa Fe, NM 87505 or deanofstudents@csf.edu.

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The provisions of this handbook are not intended to be regarded as a contract between the student and the College. The College reserves the right to withdraw or change any provisions or requirements at any time.

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## A MESSAGE FROM THE DEAN

Welcome to College of Santa Fe! As college students, you are entering a world of expanding rights and responsibilities. The College of Santa Fe values the choices of every student and the responsibilities that come with those decisions. Here at CSF, we treat students as adults. This handbook is your guidebook to the governing principles by which we live, study, and work on the campus. We want to make CSF a comfortable, nurturing place to pursue your degree. However, in order to serve you well, we need your cooperation in knowing the boundaries within which we operate as well as the expectations and obligations we have for you as members of our community.

As dean, I urge you to read this handbook at the beginning of the term to become familiar with the various sections that pertain to your well being at the college. This handbook contains important information that will inform your choices and protect your rights as a student. Please review the handbook and ask any questions that you may have regarding its contents.

As we begin the year together, please know that our faculty and staff are here to assist you in working toward your goals. We pledge to honor the information provided in this handbook as well as to enforce the guidelines that govern our student community.

Have a great year at the College of Santa Fe and make the most of this wonderful opportunity to change your world.

Joseph Fitzpatrick  
Dean of Student Life

## **STUDENT RESOURCES**

The following section will give a brief overview of the student resources and services available at College of Santa Fe and College of Santa Fe Albuquerque. For academic departments and resources, please consult the College catalog.

College is a time to challenge ideas and beliefs, to learn new ideas, and to develop a sense of one's self. College staff members are here to help students with personal development. Many programs and services are available to assist students individually. We want to help students utilize their in and out-of-class time for productive learning experiences. Let us know how we can help you get the most out of your college experience.

### **ACADEMIC ADVISING**

Academic advising is a central part of each student's experience at College of Santa Fe. Each traditional student is assigned an advisor (based on the student's interests and goals) upon registering for his or her first semester. Evening & Weekend degree program (E&W) students are assigned an advisor at the time of their admission.

The advisor assists the student in identifying educational goals and in planning an academic program. The advisor also provides information regarding CSF courses and curriculum requirements, as well as other available options and resources. Academic advisors are available to meet with students during office hours and by appointment. Students need their advisor's signature to register for courses, to add or drop a course, and to withdraw from the College.

Students are urged to maintain regular contact with their advisors throughout the semester and to keep their advisors informed about their academic progress as well as any potential problems. Traditional students wishing to change advisors (because of a change in majors, personality conflicts or for other reasons) should complete the appropriate form at the Registrar's Office.

### **ACADEMIC AFFAIRS OFFICE**

**505-473-6292 VPAA@CSF.EDU**

The Vice President for Academic Affairs is responsible for overseeing the faculty and all aspects of academic affairs. The Office of the Vice President for Academic Affairs is located in the main Administration Building and advises students about any academic appeal process and reviews academic appeals as well as concerns about academic programs.

### **ACADEMIC PROGRAMS**

The core curriculum is the most important part of a student's education. It defines the intellectual breadth, depth and approach to the process of life-long learning. The principle of a liberally educated person is central to the

mission of the College. It defines this College and several of its core values in creativity, character, civic capacity, and student centeredness. Please refer to the Course Catalog for information on specific academic programs and requirements.

## **ACADEMIC RESOURCE CENTER**

**505-473-6112 LNUNNELLY@CSF.EDU**

The Academic Resource Center houses the following three important programs that help CSF students achieve their full academic potential:

**TRiO Student Support Services:** TRiO is a Department of Education funded program whose goal is to help students meet their education goals. To utilize the services, you must meet one of the following categories: income eligible, and /or first generation, and/or have a documented disability. TRiO offers professional assistance with writing, reading and study skills, academic advising, personal advising, and tutoring. We also provide access to assistive technology and an upgraded computer lab

**CSF Tutoring and Mentoring:** The tutoring program is open to all students and provides the following service options to help students excel in their course work: individual course tutoring, study groups, and writing tutoring. Any student who may need extra assistance can apply for peer mentoring.

**CSF Disabilities Services:** All students with documented disabilities should register with the Disabilities Services office upon arrival on campus in order to receive appropriate accommodations such as alternative testing, assistive technology, note takers, readers and interpreters for the hearing impaired.

Academic Resource Center services are available on an appointment or walk-in basis. The center is located next to Benildus Hall.

## **ADMISSIONS**

**505-473-6133 ADMISSIONS@CSF.EDU**

The Admissions Office is the clearinghouse for all new applicants to College of Santa Fe. The Admissions staff organizes campus tours, a prospective student phone-a-thon, and Campus Vision Days, where prospective students can visit our beautiful campus in Santa Fe. In addition, the Admissions Office sponsors the Student Ambassador Program which is responsible for working with prospective families and helping prospective students get the most out of their campus visits.

## **ALUMNI AND PARENT RELATIONS**

**505-473-6123 ALUMNI@CSF.EDU**

College of Santa Fe's Office of Alumni and Parent Relations strives to keep CSF families informed about campus news, to celebrate the achievements

of our alumni, and to create opportunities to bring alumni together both on and off campus.

## **AUTOMATIC TELLER MACHINE (ATM)**

An Automatic Teller Machine is located in the lobby of Saint Michael's Residence Hall near the Post Office. The ATM is not affiliated with a particular bank, so a nominal fee is charged for each use.

## **CAMPUS DINING**

### **505-473-6524 BONAPPETIT@CSF.EDU**

Bon Appétit Management Company is contracted to meet the unique needs and priorities of our campus with high quality food and service on a daily basis. Bon Appétit's menus reflect the population, with local and international creations. Its mission includes partnering with local vendors, who value fair trade, sustainable food production, recycling, and conservation. In addition, they believe high quality campus dining offers students good opportunities to spend quality time together.

Bon Appétit specializes in providing tasty vegetarian choices, home-style meat dishes and vegan meals that go beyond beans and rice. Students are also encouraged to submit favorite recipes. In addition, the dining rooms are a great setting outside the classroom to interact with faculty and staff and a comfortable place for off-campus students.

There are two campus dining facilities at CSF.

**THE CAFÉ** Bon Appétit is proud to offer fresh, seasonal, house-made meals, fresh-baked desserts and pastries, and fair-trade coffee programs. Menus change daily at each station, keeping dining choices interesting and utilizing foods at the peak of season. We offer soups from scratch, home style classics, theme menus, salad bar, deli bar, vegetarian and vegan options to name just a few.

**THE SNACK BAR (OR SUB)** Bon Appétit also operates a quick-service Café located in Saint Michael's Hall. The SUB is open hours the Main Café is closed to meet students' needs between meal times and to provide a place to grab a bite later at night. The SUB offers a simpler menu, but maintains Bon Appétit's focus on fresh food from scratch. SUB phone: 505-473-6522.

Hours are subject to change. See Bon Appétit for an updated schedule.

#### **The Main Café**

Breakfast (Monday-Friday)	8:15 a.m. - 9:30 a.m.
Lunch (Monday-Friday)	11:30 a.m. - 1:30 p.m.
Saturday and Sunday Brunch	11:00 a.m. - 1:00 p.m.
Dinner (Monday-Sunday)	5:00 p.m. - 6:30 p.m.

## **The Snack Bar**

Monday through Thursday 5:00 p.m. – 11:00 p.m.

Friday 5:00 p.m. – 12 midnight.

Saturday 7:30 p.m. – 12 midnight.

Sunday 7:30 p.m. – 11:00 p.m.

## **Meal Plans**

On-campus residence hall residents are required to choose one of the A or B meal plan options offered; apartment residents may choose any of the available plans or no plan.

The on-campus program is designed to be flexible and to meet the needs of each individual. The program has two parts. The first part is a traditional board meal, which includes “all you can eat” meals available in the Café Monday through Sunday, with some variations.

The second part is called a declining balance system, which uses “flex” dollars. These can be used at the Snack Bar where items are sold on an a la carte basis. This flexible system allows students to exercise choice for the majority of their dining. Adding “flex” dollars is easy. Pay any amount at the Cashier’s Office in the Student Service Center, show the receipt to Bon Appetit’s Manager, and the dollars will be added to your meal card.

Meal plan options are as follows:

### **Option A:** \$1,947 per semester

A1: 16 meals per week in the Café and \$200 Flex Dollars.

A2: 155 meals per semester in the Café and \$300 Flex Dollars.

### **Option B:** \$1,822 per semester

B1: 11 meals per week in the Café and \$150 Flex Dollars.

B2: 165 meals per semester in the Café and \$150 Flex Dollars.

### **Apartment Plan:** \$541 per semester (apartment and off-campus only)

C1: 45 meals per semester in the Café and \$210 Flex Dollars.

Any flex dollars students have available at the end of fall semester “roll over” to the spring semester, provided that the student has an assigned meal plan for the spring semester. Flex dollars do not “roll over” from the spring semester to the following fall semester. Unused meals do not carry-over from one semester to the next.

Students may only change meal plans during the first two weeks of each semester prior to the second Saturday of the semester. Requests for changes must be submitted in writing to the Housing and Residential Life Office. The student’s account will be adjusted accordingly. Refunds will not be issued for unused meals or flex dollars in any semester.

Non-campus residents may purchase meals on an individual basis, a limited meal plan, or flex dollars to be used in either dining facility. See Bon Appetit's Manager for more information.

Students must present their ID card to use the meal plan. Meals are provided when traditional classes are in session and on a limited basis during break periods. Food service is not available during Winter Break or Spring Break. The board calendar for all meals during the academic year is available from Bon Appetit's Manager or the Housing and Residential Life Office.

Students wishing to take food "to go" from the Main Café are required to obtain a "To Go Card" from Bon Appetit's Manager. Students requesting a "To Go Card" will be asked to provide verification of a schedule conflict, which prevents the student from eating in the Main Café during regularly scheduled hours of operation (e.g. class schedule, work schedule, etc.). This policy has been adopted in order to conserve paper products and other wasteful disposable items. CSF and Bon Appetit will do its best to accommodate student schedules and provide dining options, but all students are encouraged to use the "To Go" option sparingly.

Residential students wishing to appeal the meal plan requirement due to special dietary needs must follow the appeal process:

1. Meet with the Bon Appetit Manager to discuss special dietary needs to determine whether or not the needs can be met by the food service provider. Bon Appetit Manager may require supporting documentation from a physician or nutritionist.
2. If the student feels that Bon Appetit cannot meet his/her specific needs, the student can submit an appeal in writing to the Director of Housing and Residential Life in the Housing and Residential Life Office. Supporting documentation from a physician or nutritionist may be required.
3. Written appeals need to be submitted 30 days prior to the start of the semester in which the student wishes to have the meal plan waived or modified. Appeals submitted after the start of the semester for the current semester will not be considered.

The Housing and Residential Life Office is available to assist students with questions regarding meal plan options and food service regulations.

## **CAMPUS MINISTRY**

### **505-473-6223 WKILE@CSF.EDU**

Campus Ministry provides spiritual support for students, staff, and faculty members. Participants are encouraged to explore spirituality as a part of human wholeness and to find guidance and wisdom in various religious traditions that enrich the academic experience. Campus Ministry offers spiritual direction, pastoral care, liturgical worship, and ecumenical

opportunities for meditation and ritual observance as well as education and support of the LaSallian Shared Mission. The Campus Ministry Offices are located in LaSalle Hall rooms B103 and B104.

Catholic Mass is celebrated three times each week in St. Michael's chapel located in T-40. Mass times are Sundays at 10am and Tuesdays and Thursdays at noon. Students have an opportunity to participate in the choir and as readers. Also, ecumenical and alternative services are offered at various times during the academic year. The department of Campus Ministry also provides information about religious activities and resources in the larger Santa Fe Community.

## **CASHIER'S OFFICE**

**505-473-6411 AAVIEIRA@CSF.EDU**

The Cashier's Office is located in the Student Service Center and is open Monday through Friday from 9:00 a.m. to noon and 1:00 p.m. to 4:30 p.m. Students can pick up student employment checks, check account balances, and make payments to their student account by check, cash, or credit card (Visa, Mastercard, American Express, or Discover all accepted).

## **CONFERENCES**

**505-473-6236**

The Conference Department oversees schedules for meeting spaces on campus. Student groups can reserve or rent facilities for meetings and events. Conferences also coordinates housing for summer conference groups. The summer conference season generally runs from June 1<sup>st</sup> through the end of July.

## **COURSE CATALOG**

The course catalog is a valuable resource, which all CSF students are encouraged to read. It lists detailed descriptions of all classes and an academic calendar. Students will also find information about admissions requirements, current costs, Financial Aid, academic records, and academic regulations.

The Course Catalog also contains information about the Family Educational Rights and Privacy Act (FERPA) of 1974 that affords students certain rights and responsibilities. All students are encouraged to familiarize themselves with FERPA. Questions regarding this act can be directed to the Registrar's Office or the Dean of Students Office.

The course catalog can be obtained at the Registrar's Office or on the CSF website.

## **DISABILITY SUPPORT SERVICES**

**505-473-6552 LNUNNELLY@CSF.EDU**

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College of Santa Fe provides academic adjustments to students with documented disabilities. All students with documented disabilities should register with the Disabilities Services office upon arrival on campus in order to receive appropriate accommodations such as alternative testing, assistive technology, note takers, readers and interpreters for the hearing impaired.

## **DRISCOLL FITNESS CENTER (DFC)**

**505-473-6370 MMATAKOV@CSF.EDU**

Driscoll Fitness Center (DFC) seeks to meet the physical fitness needs of the College community. The Driscoll Fitness Center staff is committed to enhancing the quality of education and improving the well being of each individual.

Opened in 1992, the DFC facility houses a gymnasium, weight room, classroom, multi-purpose room, indoor track, squash/racquetball courts, the Outdoor Recreation Program equipment rental shop and locker rooms. Intramural athletics as well as academic, personal fitness, and wellness classes are offered at the Center. The Center's rules, regulations, safety and emergency procedures are designed to make health, physical education and recreation safe and enjoyable. The DFC staff is available to answer questions and provide assistance in using the facility and equipment.

The CSF community is encouraged to participate in the many activities offered through Driscoll Fitness Center. Stop by the Center for a list of on-going activities. Please note: Some activities may require a nominal fee.

### **OUTDOOR RECREATION PROGRAM (ORP)**

The ORP provides outdoor recreational and educational programs for CSF students, faculty and staff. All aspects are designed to provide a greater awareness of self, others and the environment. The program offers an opportunity to experience nature, adventure and fun. The ORP offers a variety of low-cost to no-cost programs each semester. In addition, it offers an extensive selection of outdoor recreational equipment for a minimal rental fee (valid CSF ID is required). The program leaders provide consulting and educational services. In addition, there is a resource library available to students, staff and faculty.

Programs offered include:

Day and weekend trips in hiking, backpacking, rafting, rock climbing, mountain biking, horseback riding, camping, snowboarding, and cross-country and downhill skiing. Sign-up deadlines are the week before the trip.

Some outings require a mandatory pre-trip meeting. Contact the DFC for a schedule of trips.

### **INTRAMURAL ATHLETIC PROGRAM (IAP)**

The purpose of the Intramural Athletic Program (IAP) is to provide CSF students, faculty and staff the opportunity to participate in organized individual and team events. The program focuses on promoting sportsmanship and fun. Sign-up for events takes place at the DFC the week before each event. Training, seminars, clinics and workshops are also provided by the IAP. Intramural athletics may include:

- Basketball Tournaments (men's/women's)
- Dodgeball (co-ed)
- Flag Football Tournaments (co-ed)
- Racquetball Tournaments (co-ed)
- Rugby Tournaments (co-ed)
- Sand Volleyball Tournaments (co-ed)
- Soccer League (co-ed)
- Softball Games (co-ed)
- Ultimate Frisbee Tournaments (co-ed)
- Volleyball League and Tournaments (co-ed)

The IAP program also sponsors free trips twice a month to the Genoveva Chavez Recreational Center for students, staff, and faculty to enjoy swimming, ice skating, cardio & weight training, etc.

## **EVENING & WEEKEND DEGREE PROGRAMS**

**505-473-6177 EVENING@CSF.EDU**

Evening & Weekend Degree Programs are designed for students who want more options in pursuing their educational goals. Classes are offered year round in five terms, each nine weeks long. Additional information is available in the College Catalog. Students wanting more information can also contact Evening & Weekend degree programs at 505-473-6177 or by e-mail at evening@csf.edu.

## **GARSON COMMUNICATIONS CENTER**

**505-473-6400 INFO@MOV.CSF.EDU**

Garson Communications Center is the only moving image facility in the country designed for both academic and professional use. The 40,000 square foot Center boasts 22,000 feet of stages, MOV faculty offices, classrooms, technical office, digital media lab, editing suites, and The Screen, a 170-seat theatre that shows a variety of films everyday.

MOV students have the opportunity to observe and sometimes participate in the commercial production process of major productions that rent this

space. Recent productions include: *The Missing* (Tommy Lee Jones and Cate Blanchett), *North Country* (Charlize Theron and Frances McDormand), *Employee of the Month* (Jessica Simpson, Dane Cook, and Justin Waldron), and academy-award winning *No Country for Old Men*.

## **GREER GARSON THEATRE CENTER** **505-473-6511 BOXOFFICE@CSF.EDU**

The Performing Arts Department is located in the Greer Garson Theatre Center, named in honor of the great screen and stage actress who was a friend and supporter of the College. The building contains two professionally equipped theatres and a dance studio. The main theatre seats more than 500 people and is used for four major theatrical productions each year. The Weckesser Studio Theatre is used for student productions, concerts, recitals and experimental productions. Greer Garson Theatre hosts visual arts exhibits as well as local and international cultural festivals and conferences. Students receive a significant discount on tickets for college productions when they present a valid student ID card at the Box Office. Contact the Box Office for a schedule of upcoming productions.

## **HEALTH AND COUNSELING SERVICES** **505-473-6574 FOR APPOINTMENTS**

College Health and Counseling Services is located in the College Health Clinic next to Luke Hall. Hours are 10:00 a.m. to Noon and 1:00 p.m. to 6:00 p.m., Monday through Friday during the traditional academic calendar.

### **HEALTH SERVICES**

Full-time students have unlimited access to College Health Services during office hours. Examinations and a limited number of laboratory tests done in the office are free. Lab tests that are more involved, x-rays, and all medications needed to treat illnesses or injuries are the financial responsibility of the patient. The College Health Center does not require any sort of payment or insurance from full-time students.

A nationally certified Family Nurse Practitioner is the primary care provider for services including assessment, examination, diagnoses, and treatment plan. Prescriptions are written and the students may have them filled at a local pharmacy of their choice. The College Health Center is managed by Presbyterian Medical Services (PMS). Physician collaboration is also provided through PMS. Students may also choose to seek care from a provider at the local urgent care facility of their choice and at their own expense. If necessary, a limited number of tests are available through the College Health Center including HIV, STD Screening, and pap smears.

Appointments are encouraged, but walk-ins will be accommodated with the schedule permitting.

In case of emergency, students should go to the Emergency Room at St. Vincent's Hospital which is a short distance away. Expenses incurred at the Emergency Room or in an urgent care facility are the responsibility of the student. Students are encouraged to utilize an urgent care center for minor emergencies to limit their costs. Residential students should notify their Resident Assistant and/or Campus Security prior to going to the ER and should follow up with the Family Nurse Practitioner the next business day.

The College Health Center does not issue excuses for class absences. Students need to adhere to each faculty member's attendance requirements.

In compliance with HIPPA regulations, services provided and health records are strictly confidential. Students must sign an authorization for release of information designating to whom records may be released, including parents or legal guardians.

## **BEHAVIORAL HEALTH SERVICES**

The College of Santa Fe/PMS Health Center staffs one full-time and one part-time Licensed Practicing Clinical Counselor (LPCC). Unlimited counseling services are free to full-time students. Students can make appointments with individual counselors or stop by the Health Center and inquire with the receptionist. Students are welcome to receive counseling for any topic or concern, such as problems with a roommate, friend, or family member. In addition, the Health Center provides counseling for any mental health diagnosis. The counselors are fully versed in treating a range of diagnoses and work in collaboration with the psychiatrist and Family Nurse Practitioner. PMS provides a psychiatrist one time a month for students who do not already have one, or for those who need to begin psychotropic medication while on campus. The counselor or Family Nurse Practitioner must refer a student for a psychiatric appointment.

In addition, the Health Center provides Wellness Counseling to assist students with their own understanding of the potential health and life impact of alcohol and/or drugs. The services are voluntary and confidential. This specialized counseling has a focus on making healthy choices, communication skills, healthy relationships and achieving goals. Students can also receive personalized feedback by completing a computerized health check-up. Opportunities are designed to be brief and to easily fit into a student's schedule.

Emergency counseling services are available on a 24-hour basis by contacting the Crisis Response Hotline at: 505-820-6333 or 888-920-6333.

## **HEALTH INSURANCE**

[WWW.GMSOUTHWEST.COM](http://WWW.GMSOUTHWEST.COM).

College of Santa Fe requires all full-time traditional students and/or those who live in campus housing to maintain medical/hospitalization insurance for the entire period of enrollment at the college. Therefore, full-time,

traditional-aged students and those who live in campus housing will be automatically billed and enrolled in the health insurance plan approved by the College unless they show proof of current coverage. Students may receive a waiver of the student insurance fee by providing evidence of alternate and comparable insurance coverage to the Student Financial Services Office within the first two weeks of classes. A copy of the student's insurance card is required. The waiver will not be valid without a copy of the insurance card. This information must be submitted each year.

The Student Accident and Sickness Insurance Program designed for CSF students is serviced by GM-Southwest, Inc. To speak with an insurance representative, call Carolyn Beck at 800-477-4415 or 972-404-0128 ext 304. Other questions may be answered at the Dean of Students Office.

## **HOUSING AND RESIDENTIAL LIFE**

### **505-473-6219 RESLIFE@CSF.EDU**

The Department of Housing and Residential Life, a part of the division of Student Life, provides students with housing services and offers an extensive program of co-curricular activities for resident students.

There are four residence hall buildings: Martin Luther King, Jr., La Salle, Saint Michael, John F. Kennedy, and four apartment buildings: Jemez, Ortiz, Sangre de Cristo, and Sandia.

Please see the Housing & Residential Life Policies section on page 64 for more information on residential living.

### **STAFF**

The Housing and Residential Life staff will work with you to make your time at CSF both academically and personally rewarding. Our staff has received extensive training to assist you in your college experience. You will soon see that many of our programs and activities are made available to support your out-of-classroom learning and to help you better connect with the College community.

#### *DIRECTOR OF HOUSING AND RESIDENTIAL LIFE*

The Director is a full time College employee who focuses on creating the systems and environment for you to have a successful college experience.

#### *AREA COORDINATORS (AC)*

Area Coordinators are professional staff members who supervise Resident Assistants and manage the campus residential facilities. Area Coordinators are chosen for their interest in students' academic and interpersonal success and their experience with campus living. The Area Coordinator apartments are located in St. Michael Hall and King Hall.

### *RESIDENT ASSISTANT (RA)*

RAs are student employees who are very carefully chosen by the College for their leadership qualities and relationships with fellow students. RAs live on floors with fellow residents and receive special training to assist residents in a variety of ways. They initiate, organize, and facilitate floor meetings, programs, and activities. They also serve as a resource regarding campus information and document policy violations when they occur. Among the most important tasks an RA has is helping floor members feel that they belong to a group or community that shares common interests, concerns, and activities.

Two RAs are "On Duty" from 5:00 p.m. to 8:00 a.m. Monday through Thursday and from 5:00 p.m. Friday to 8:00 a.m. Monday.

If you have any questions or need assistance, please call the RA On-Duty at: 505-577-2539 or 505-577-8120. You may also reach the RA On-Duty by contacting the Security Office at x5000 or 505-424-5000.

### *CUSTODIANS*

Each residence hall has custodians who are assigned to clean the public areas in the hall, Monday through Friday. Students are responsible for cleaning their personal rooms and apartments. As a member of the campus residential community, all residents are expected to help maintain a clean environment. Students should help the custodians by properly disposing of all trash. Pizza boxes and other larger trash items should be thrown into the dumpsters outside, not in hallway trash bins. Students who cannot maintain appropriately clean facilities may be billed for cleaning charges.

### *MAINTENANCE*

College staff will periodically enter rooms to perform routine or requested maintenance repairs. Maintenance problems should be reported to a Resident Assistant or the Housing and Residential Life Office. Emergency maintenance needs should be reported immediately to an RA or Campus Security.

## **INFORMATION TECHNOLOGY**

**505-473-6359 ITS@CSF.EDU**

The Information Technology Department (IT), located in the basement of the Forum, provides computer support and services to the campus community. All students should register for a free campus email address through the IT Department as this is the official way in which the College communicates with students. The IT Department can also advise students on specifications for personal computer purchases. The IT Help Desk can assist with basic troubleshooting of software or hardware issues and can route problems to the appropriate IT staff member for more complex needs.

Residential students can submit a work order for phone line, computer, or cable internet problems through the Resident Assistant (RA).

The IT Department maintains and operates the Digital Center in Fogelson Library. It also supports the computer labs located in Luke Hall, Benildus Hall, and the Marion Center.

Wireless internet access points are available in the main areas of campus. Students must register their computer with the IT Department to obtain access to campus wireless service.

### **DIGITAL CENTER**

The Digital Center is located on the second floor of the Fogelson Library. This computer center is home to two labs and a general purpose computing area, and is equipped with both Apple and Windows operating systems. The Digital Center provides resources that support most of the academic programs on campus and is updated annually.

## **LIBRARIES**

### **BEAUMONT AND NANCY NEWHALL LIBRARY**

#### **505-473-5302**

The Beaumont and Nancy Newhall Library ranks as one of the best undergraduate informational resources in the United States for conducting research in the history, aesthetics, and technology of photography. The library comprises the private research libraries of Beaumont and Nancy Newhall, James Enyeart and Roxanne Malone, and several smaller collections from notable publishers, photographers, scholars and collectors. The Newhall Library collections are international in scope and contain extensive research, manuscript and correspondence files, first edition landmark publications, limited, signed and inscribed editions, and extensive ephemeral material. The Newhall Library is located in the Marion Center for Photographic Arts.

### **CHASE ART HISTORY LIBRARY**

#### **505-473-5229**

The Chase Art History Library is one of the foremost undergraduate informational resources for conducting research in the history of the arts, archaeology, anthropology and history of the Americas. The collection concentration is in the areas of Pre-Columbian Mesoamerica and South America, Andean, Native America, Spanish Colonial art and architecture, modern Latin America, and art of the 20<sup>th</sup> and 21<sup>st</sup> centuries. The Chase collections include many rare books and other items not available at other institutions. The Chase Library is located in the Thaw Art History Center.

## **FOGELSON LIBRARY**

**505-473-6569**

Fogelson Library, the main library on campus, is dedicated to providing services and collections that advance the educational mission of the College. The library offers access to information in many formats and professional instruction for locating and evaluating information. A wide variety of electronic resources and databases compliment our collection of books, periodicals, musical recordings, and videos. The library maintains an excellent collection of local history in the Southwest Room and also houses the College's archives. Services such as Interlibrary Loan and internet access bring worldwide resources to students and faculty, stimulating critical and creative thinking and encouraging exploration of a global perspective. Fogelson Library is open Monday-Thursday 8am-11pm, Friday 8am-5pm, Saturday 10am-5pm, and Sunday 1-9pm. Schedule changes for exam weeks, break periods, and summer; please contact the library for current hours.

## **POST OFFICE**

**505-473-6451 RROMERO@CSF.EDU**

The College Post Office is located in the lobby of Saint Michael Residence Hall. Mail boxes are for resident students only. All resident students must obtain an assigned mailbox in order to receive mail. Student organizations may also request a mailbox.

Students receiving mail at the College should use the following format:

STUDENT NAME

1600 St. Michael's Drive # (ASSIGNED NUMBER)

Santa Fe, NM 87505

The Post Office is open from 8:00 am to 4:00 pm, Monday through Friday. If a student leaves campus housing before the end of the year, s/he should complete a mail forwarding card to be sure to continue to receive mail.

## **PRESIDENT**

**505-473-6234 PRESIDENT@CSF.EDU**

Stuart C. Kirk was selected as the eighth president of College of Santa Fe in June 2007. He is committed to the continued growth of our creative, student-centered college which emphasizes high quality art and academic programs. Dr. Kirk will enhance the college's connection with Northern New Mexico in order to forge community partnerships that foster good will and opportunity for our students. Dr. Kirk welcomes comments and ideas from all members of our community including alumni, students and parents.

## **REGISTRAR**

**505-473-6317 REGISTRAR@CSF.EDU**

The Registrar's Office is responsible for the management and oversight of student and course information systems, the enrollment of students, and maintenance of academic records. At the Registrar's Office, students can add, drop and withdraw from classes, make address changes, change advisors, and can obtain assistance accessing their WebAdvisor account. The Registrar's Office issues both official and unofficial transcripts for a nominal fee which reflect the student's academic records while attending the College. The Registrar's Office issues transfer equivalency reports, evaluating the work being transferred from other institutions of higher education. Students also apply for graduation and file a degree audit summary at the Registrar's Office. Student records are available via WebAdvisor; the IT department issues each student a unique username and password to access their WebAdvisor account. The Registrar's Office serves as the Veteran's Affairs Office and provides a location to register to vote. Finally, the Registrar's Office oversees the use of all classroom spaces and is responsible for setting the academic calendar. Check the current course catalog and class schedule on the web for important dates.

## **THE SCREEN MOVIE THEATER**

**505-473-6494 THESCREEN@CSF.EDU**

The Screen movie theater is a 170-seat premier theater in Santa Fe, and is located in the Garson Communications Center. Films from diverse genres are shown nightly with two to four different films per week. Cost is \$5 with a valid College ID.

## **SECURITY**

**505-424-5000 JARDIS@CSF.EDU**

College of Santa Fe Campus Security provides important services to the College community, but nothing the Security staff does can replace the actions of individuals in maintaining campus security and safety on campus. All students and visitors should take time to learn about crime prevention and safety. Information and awareness are the best weapons against crime and accidents.

Campus Security officers maintain a 24-hour patrol of campus 365 days a year. Any crime committed on the College of Santa Fe premises must be promptly reported to Campus Security who may, in turn, report the crime to the appropriate police agencies. The Campus Security officers maintain a working relationship with state and local police agencies and will cooperate with police agencies when necessary. In an effort to assist with campus crime prevention, speakers are available to present workshops on personal safety, sexual assault, and other campus security/personal safety topics. Contact the Director of Campus Security for more information on speakers or workshops.

In the event of a serious crime or incident on campus which may pose a danger to students, crime watch notices may be posted around the campus, in residence halls, and in other campus buildings. Everyone is encouraged to review such information so steps can be taken to minimize exposure to risks.

When calling Campus Security please remember to include all pertinent information including name, location, time, and purpose of call and contact number.

### **Access to Facilities**

By the end of the second week of each semester / term, a list of the names of all students who need after-hours access to a building(s) will be submitted to Campus Security by the appropriate faculty or staff member and/or Department Chair. Any additions or deletions to this list must be submitted to Campus Security within twenty four (24) hours of the change. Students will be issued a pass by appropriate department chairperson, director, etc. A pass can be written for a particular day, weekend, or for the entire semester but cannot exceed the semester of issue.

All passes must include:

1. Building(s) for which access is approved
2. An after-hours access start and end date
3. Hours approved for use of the building
4. Both the signature of the student and the department chair or director.

When in a building after hours, students must carry a valid College of Santa Fe picture ID and valid pass. If the student does not have both forms of identification, Campus Security will have the authorization to deny after-hours building access. Faculty or staff personnel in a building after hours must have a valid CSF picture ID. Campus Security is not permitted to grant access to Residence Halls or Campus Apartments.

### **CAMPUS ESCORTS**

Campus escorts are available at any time (for example, walking from classroom to residence hall, or to your car, etc.) by contacting Campus Security. Call 505-424-5000 to arrange an escort.

### **CRIME PREVENTION**

While Campus Security guards work hard to keep the College as safe as possible, they need the cooperation of the entire College community to keep the opportunity for crime to a minimum. For safety reasons, all main residence hall doors are kept locked at all times. Do not prop open any locked door, do not allow others to follow you in to a locked building, and do not give your key to friends. Report suspicious persons to Campus Security to ensure the safety of all members of the College community. Additionally, students are expected to purchase renter's insurance or to verify that their personal belongings are covered under their (or their

parents') home owners insurance policy. The College is not responsible for personal items that are lost, stolen, or damaged.

### **CRIME STATISTICS AND STUDENT RIGHT TO KNOW**

CSF Campus Security must record all reports of criminal activity investigated by the department. The most commonly reported crime is larceny (theft). Frequently, thefts occur in unlocked rooms and offices, or the theft is of property left unattended in a common area. Table 1 provides information about serious crimes and attempted crimes on campus that were reported to Campus Security during the year indicated. Table 2 shows the number of incidents referred to the campus judicial system. Table 3 indicates the number of arrests made on campus for violation of liquor laws, for drug offenses and for weapons offenses. All tables show the total numbers of incidents reported. The number of total incidents occurring in campus housing is designated in parentheses.

<b>TABLE 1</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murders	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robberies	0	0	0
Aggravated assaults	0	1 (0)	1 (0)
Burglaries	10 (4)	0	6 (2)
Motor vehicle theft	0	0	2 (1)
Arson	0	0	0
Negligent manslaughter	0	0	0

### **TABLE 2**

<b>Campus Judicial Referrals</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Liquor policy violation	27 (25)	29 (29)	30 (30)
Drug policy violation	11 (11)	17 (17)	23 (22)
Weapons policy violation	1 (1)	2 (2)	0 (0)

### **TABLE 3**

<b>Arrest Records</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Liquor law violation	0	0	0
Drug abuse violation	0	0	0
Weapons violation	0	0	0

## **SHELLABERGER TENNIS CENTER**

**505-473-6144 WWW.TENNISSANTAFE.COM**

The Shellaberger Tennis Center is a state of the art tennis facility located on the CSF campus. The tennis center was generously donated by Rosemarie Shellaberger and built in 2002 for the tennis community of CSF and Santa Fe to enjoy tennis year round. The center includes six Rebound Ace indoor courts, the Gladys Heldman stadium court, and seven outdoor hard courts of which four are lit for night play. The facility is also used for conferences and special events for both CSF and the Santa Fe community. The tennis center has a fully stocked tennis pro-shop where students, faculty and staff receive a 10% discount with a valid CSF ID card. Tennis racquets and balls are available for use at no charge with a valid CSF ID card. Students may register for H.P.E. tennis classes offered each semester, or enroll in any of the activities offered by the professional staff at the center. Courts are available for rent with 24 hours advance notice. There is no charge for students, faculty, and CSF staff. The tennis center is open 364 days a year. Hours vary with the seasons. Please call to schedule a lesson or reserve a court.

## **STUDENT ACTIVITIES**

**505-473-6217 YMARCEL@CSF.EDU**

The Director of Student Activities is responsible for the development, coordination, and implementation of various social, cultural, intellectual, recreational, leadership, group development, wellness, and governance activity programs. The Student Activities office is located in The Den.

Students are highly encouraged to get involved with the Student Programming Board, the Peer Education Program, Channel 53, and/or Student Government. In addition, students interested in creating and implementing their own ideas should contact the Student Activities office for assistance regarding funding, policies, procedures, and other resources to facilitate their efforts. Some of the campus-wide events planned in the past include: Bouncy Day, World Music Day, Battle of the Bands, Quadstock, and Slam Poetry Nights, as well as performances by various musicians, lecturers and entertainers in the SUB.

## **Co-CURRICULAR PROGRAMS**

**505-473-6282 CCARPENTER@CSF.EDU**

The Office of Co-Curricular Programs is responsible for the development, coordination, and implementation of extracurricular events and programs that directly augment the curriculum of CSF's academic departments. Such events and programs include the Student Art Auction, Poem-Palooza, lecture series, and various other academic programs.

## **CREATING A STUDENT ORGANIZATION**

A group wishing to be registered as a student organization must complete the appropriate registration forms at the Student Activities Office in The Den. All new clubs and organizations are subject to approval by the Director of Student Activities.

Student organizations are required to register with the Student Activities Office annually. Registrations must be approved by October of each year for "official recognition." Student Organizations are strongly encouraged to apply for official recognition in order to qualify for funding, use campus space, and receive assistance with advertising for events on campus.

### ***Privileges of Recognized Student Organizations***

All recognized student organizations are entitled to the following privileges:

- Membership in Student Government.
- Use of College facilities and equipment, subject to availability and approval by the Director of Student Activities.
- Use of supplies to make banners and advertising materials (when available).
- One-on-one assistance with organizational training and event planning from the Director of Student Activities.
- Use of a College of Santa Fe mailbox.
- Eligibility for funding from the Student Activities Office or the Special Events Funding Committee.

All student organizations are subject to the fundraising, solicitation & commercial activity policy, the campus travel policy, the campus purchasing policy, and all other College policies described herein.

## **NEW STUDENT ORIENTATION**

At the beginning of each academic semester, the College hosts an orientation program for new students and their families. The program acquaints new students with campus life, campus resources and helps them meet new people and adjust to college. All new students are required to attend this important program. Orientation dates for the 2008-2009 academic year are August 21-24 and January 16-18.

## **PEER EDUCATORS AND STUDENT WELLNESS**

The Student Wellness Program is managed by the Student Activities Office. The goal of the Wellness Program is to enrich all aspects of students' lives: social, occupational, spiritual, physical, intellectual, and emotional. By creating educational programs, events, and resources for students in these targeted areas, the program is designed to promote a

positive Wellness-based lifestyle for all students. Peer education is key to communicating wellness issues directly to students.

Peer Educators are students who assist in the implementation of the Wellness Program by providing workshops directly to students in each of the targeted wellness areas. The Peer Educators also assist the Director of Student Activities in planning and promoting various wellness events. A campus-wide selection process takes place each spring to choose the Peer Educators. Residential students interested in having the Peer Educators present an educational program on their floor, or who have an idea for a Wellness Program, should contact the Student Activities Office.

### **RESERVING CAMPUS SPACE**

To reserve Oñate Hall, Residence Hall common areas, the Snack Bar, the Tiki Lounge, the Quad or Alumni Hall (for student functions) contact the Student Life Office at 505-473-6221. Any events held in these spaces without a prior reservation and approval may be cancelled.

To reserve a space which is considered classroom space, contact the Registrar's Office at 505-473-6317 to check for availability (event subject to approval by the student organization's advisor and the Director of Student Activities).

To reserve a space which is not considered classroom space, contact the Conference Coordinator at 505-473-6270 (event subject to approval by the student organization's advisor and the Director of Student Activities).

All events reserved and approved through the appropriate channels will automatically be included in the master calendar of events. Events can also be advertised on the LCD screens located throughout campus. See the Director of Student Activities for more information.

### **VAN RESERVATIONS & RENTAL**

Student groups may rent the College's vans for off-campus travel. A Vehicle Reservation Request Form must be completed to arrange for van rental. This form is available in the Student Life Office. All completed forms (including the forms mentioned in the Student Travel Policy section) should be submitted to the Student Life Office at least 24-hours prior to travel. Van keys will not be provided if paperwork is incomplete. Rental rates are for half- and full-day rentals. All drivers of College vans must be at least 21 years of age and have a valid driver's license, and proof of own automobile liability and collision insurance.

### **STUDENT GOVERNMENT AND STUDENT LEADERSHIP**

Student Government gives students representation in the College community and offers students a wide variety of services and outlets for expression and involvement. It represents students in College decision-making and is an important link between students and the faculty and administration.

Students who wish to become involved in Student Government should contact the Director of Student Activities.

## **STUDENT FINANCIAL SERVICES**

**505-473-6454 SFS@CSF.EDU**

College of Santa Fe offers a variety of financial assistance to students based on both need and non-need criteria. Student Financial Services is responsible for preparing financial aid packages for all students, maintaining students' accounts, and facilitating student employment.

Student Financial Services offers federal, state, and institutional aid in the form of grants, loans and work-study awards to students demonstrating need under federal and/or state regulations. Students who wish to apply for aid are encouraged to contact Student Financial Services for help with the application process and financial planning.

The financial aid application process starts with the completion of the Free Application for Federal Student Aid (FAFSA). This federal form should be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by March 1<sup>st</sup> each year for priority consideration in the award process. When the College receives the application, other required documentation, such as tax returns, may be requested. Upon completion of the paperwork, students are notified of eligibility. Eligibility might change if a student changes course load or campus-resident status. Please be sure to contact Student Financial Services before making such changes to determine if there will be any changes to financial aid awards.

The Student Employment program provides students with part-time, on- and off-campus employment opportunities earning from \$7.00-\$12.00 per hour. Students may also elect to earn their work-study award through a community outreach placement.

## **STUDENT LIFE**

### **DEAN OF STUDENTS**

**505-473-6221 DEANOFSTUDENTS@CSF.EDU**

The Dean of Students serves as an advocate for the students of the College and is responsible for non-academic areas of student life. Responsibilities include: supervision of the Academic Resource Center, Campus Ministry, Co-Curricular Programs, Driscoll Fitness Center, Health and Counseling Services, Housing and Residential Life Department, Student Activities Office, advising of student organizations, new student orientation, and student discipline.

### **STUDENT ID CARD**

A student identification card is issued through the Student Life Office to each student during registration and should be revalidated at the beginning of each semester. The card should be carried at all times. A student ID

card must be presented to use campus computer facilities, check-out materials from the libraries, use the campus meal plan, work out at the Driscoll Fitness Center, and when requested by a member of the College faculty, staff, or Campus Security staff. ID cards are non-transferable and must not be loaned to another person for any reason. Disciplinary action will be taken against students providing false information for or misusing an ID card. ID cards may be revoked at the discretion of the Dean of Students. Replacement cards are available in the Student Life office for \$5 (cash or check).

### **REPORTING REFERRALS**

The College provides several ways to refer students to support services. Reports of crime or vandalism may be sent to Campus Security. The Early Alert Referral allows students, faculty and staff who interface closest with a given student to identify and help resolve situations that may interfere with the student's ability to perform his/her schoolwork and have a successful semester. The Early Alert Referral form is available from the Student Life Office. Incident Reports may be submitted by any residential student for situations that involve behavioral, substance abuse, or other policy violations in campus housing.

## **VISUAL ARTS CENTER**

**505-473-6500**

The Visual Arts Center, designed by internationally renowned architect Ricardo Legorreta, is an elegant setting comprised of four unique spaces. The Marion Center for Photographic Arts contains state of the art darkrooms for color and black and white processing, a computer lab with the latest in digital imagery technology, and the world famous Beaumont Newhall and James Enyeart photographic collections. The Thaw Art History Center contains a rare slide library as well as the Chase Art History Library, a climate controlled setting which houses about 5,000 volumes. Tishman Hall provides studio space and a student lounge, and Tipton Hall is a 100-seat lecture facility. Gallery space is available in the Marion Center, as well as in the College's Fine Arts Gallery, located in the Southwest Annex, and the Greer Garson Theatre Mezzanine.

# STUDENT LIFE POLICIES AND PROCEDURES

Students at College of Santa Fe are involved in a community educational experience. As such, each student must be aware of the responsibilities involved. Students are expected to assist in creating and maintaining an educational environment on campus which will assure fellow students the opportunity to achieve their educational objectives without discrimination or unnecessary inconvenience, to allow College faculty and staff to conduct business without interruption, and to assist in protecting the safety, welfare, and property of the College community.

## DEFINITIONS

When used in this handbook:

- “College” or “Institution” refers to any College of Santa Fe campus.
- “College premises” includes all buildings and/or grounds owned, leased, operated, controlled, or supervised by the College (including adjacent streets and sidewalks).
- “Student” includes all persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term (e.g., summer) but who have a continuing relationship with the College are considered “students” under this definition.
- “College Official” is any administrator, faculty member, staff member (including Resident Assistants) or other authorized individuals of the College.
- “Policies” are defined as the written regulations of the College as found in, but not limited to, the Student Conduct Code, Student Handbook, Housing Contract, and Academic Catalog.
- “Judicial Body” is any person or persons authorized by the Dean of Students and/or Judicial Affairs Coordinator to determine whether a student has violated College policies and to impose sanctions in conjunction with the Judicial Affairs Coordinator.
- “Judicial Affairs Coordinator” is a College official authorized by the Dean of Students to investigate allegations of policy violations, issue charges and conduct hearings related to those allegations, and to impose sanctions upon students found to have violated college policies.

## STUDENT RIGHTS AND RESPONSIBILITIES

***Student rights include but are not limited to:***

- Students shall be free from discrimination on the basis of race, color, sex, age, national origin, religious creed, disability, political views, or sexual orientation.

- Students shall have certain academic rights and freedoms that include freedom of expression and protection against improper academic evaluations and improper disclosure insofar as an individual student's rights do not impinge on another student's rights to learn and/or an instructor's right to teach.
- Students shall have the right to establish and elect a democratic student government.
- Students shall have the right to participate in institutional government according to established procedures whereby students sit on certain institutional bodies or are solicited either individually or collectively for their views.
- Students shall be assured of the preservation of their civil rights insofar as the college has any responsibility for maintenance of those rights.
- Students shall be secure in their persons, living quarters, papers and effects from unreasonable, or unauthorized searches and seizures. The College will not permit police searches of resident facilities without a warrant authorized by law. To the extent possible, students will be informed in writing prior to a search being conducted by a College official and will have the opportunity to be present during the search.
- Students shall have the right to petition the College for redress of grievances, amendment of College regulations, and modification of College policies according to established procedures set forth for the College Community.
- Students shall have the right to privacy as guaranteed by The Family Educational Rights and Privacy Act (FERPA) of 1974 as implemented by the College. A copy is on file in the Registrar's Office.
- Students shall have the right to assemble freely and express themselves publicly in a peaceful, orderly manner subject to appropriate time, place, and manner restrictions.

***Student responsibilities include but are not limited to:***

- Students shall be responsible for knowledge of College policies and procedures as stated in this student handbook, as well as the College catalog and any rules and regulations that may be posted from time to time. Ignorance of the College's rules and regulations will not be considered an excuse for violation.
- Students shall be responsible for achieving their academic potential and contributing to an atmosphere conducive to learning.
- Students shall be responsible for behaving in a manner that enhances the day-to-day activity of the college community and its members.
- Students shall be responsible for reporting honestly to the College their financial needs and capacities when seeking financial aid. All students

have the responsibility to meet their financial obligations with the College.

- Students shall be responsible for keeping the College informed of their correct, current address and telephone number (local and permanent) and other relevant information maintained in the student's record.
- Students shall be responsible for respecting the rights of all others in the College community.

## ***STUDENT CONDUCT CODE***

### **PROSCRIBED CONDUCT**

Any student found to have committed, attempted, or aided/incited another to commit the following misconduct is subject to the disciplinary sanctions authorized by this code. In addition, students who are in the presence of such violations are encouraged to do any of the following: contact an RA or other staff member, ask students to stop the behavior, or remove themselves from the situation. Students who fail to do any of the above may also be held accountable for the misconduct.

- Acts of dishonesty, including but not limited to the following:
  - Cheating, plagiarism, or other forms of academic dishonesty including the submission of research papers found, in whole or in part, on internet sites.
  - Furnishing false information to any College official, faculty member or office.
  - Forgery, alteration, misuse, or unauthorized transfer of any College document, record, or instrument of identification.
  - Tampering with the election of any College recognized student organization.
- Disruption or obstruction of the teaching, administrative, and/or disciplinary processes, or of other College activities in a way that unreasonably interferes with the learning or administrative functions of the College, and/or the freedom of movement, either pedestrian or vehicular, on College premises or at College sponsored or supervised functions.
- Failure to comply with directions of College officials, law enforcement officers, or emergency personnel acting in performance of their duties, failure to identify oneself and/or to produce the College identification card to these persons when requested to do so.
- Possession of and/or use of any weapon, dangerous chemicals, or hazardous materials on College premises. "Weapon" is any object or substance designed to inflict a wound, cause injury,

incapacitate, or threaten the safety of another person or animal. Weapons include but are not limited to: firearms, bb and pellet guns, paintball guns, brass knuckles, switchblades, swords, knives, or items used in the practice of martial arts. This prohibition also applies to fireworks, explosive devices, pyrotechnics, and flammable materials. Any student found in violation of this prohibition may be immediately suspended from campus housing and/or the College.

- Physical assault/abuse or threat of physical assault/abuse or other conduct which endangers the health or safety of any person.
- Verbal or written abuse, threats, intimidation, harassment of a sexual, racial, or other nature, coercion and/or other conduct which threatens or endangers the health or safety of any person. This prohibition includes communication by direct or indirect means such as telephone, mail, e-mail, live journals, text messages, etc.
- Sexual contact with another member of the College community without that person's consent including but not limited to rape and other forms of sexual assault. Conduct will be considered "without consent" if no clear consent, verbal or non-verbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person whose judgment appears to be impaired by alcohol or other drugs may be considered "without consent."
- Disrespecting another member of the College community in a manner that interferes with the learning and/or administrative processes.
- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
- Attempted or actual theft of College property or the property of a member of the College community or other personal or public property and/or possession thereof.
- Attempted or actual damage to or vandalism of College property or the property of a member of the College community or other personal or public property.
- Tampering with Campus Security, fire, or safety system devices and/or equipment.
- Unauthorized possession, duplication or use of keys to any College premises or unauthorized or forced entry into any building, structure, facility or room therein on the premises of the College or on property owned or controlled by the College.
- Violation of Residential Life policies or rules governing the College residential facilities.

- Violation of the College Alcohol and Other Drug Policy as described herein.
- Violation of College motor vehicle regulations.
- Participation in campus demonstrations that disrupt the normal operations of the College and/or infringe on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Abuse of the Judicial System, including but not limited to:
  - Failure to comply with the summons of a Judicial Body or College official.
  - Falsification, distortion, or misrepresentation of information before a Judicial Body.
  - Disruption or interference with a judicial proceeding.
  - Accusing a student of a conduct code violation knowingly without cause.
  - Attempting to discourage and/or harass an individual who is attempting proper participation in, or use of, the judicial system.
  - Attempting to influence a member of a Judicial Body, complainant, respondent, or witness regarding a judicial proceeding (includes harassment or intimidation) prior to and/or following the proceeding.
  - Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Violation of other published College policies, rules or regulations not addressed above.

## ***GENERAL CAMPUS POLICIES***

### **ACADEMIC RECORDS & ACADEMIC REGULATIONS**

Policies pertaining to academic records including access to and confidentiality of records are found in the Course Catalog. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A copy is on file in the Registrar's Office.

Policies pertaining to academic regulations including classification of students, grade system, grade appeals, leave of absence requests, academic probation/suspension, and academic dishonesty are also found in the Course Catalog. The course catalog can be obtained at the Registrar's Office or on the CSF website.

Questions about academic records and academic regulations should be directed to either the Registrar's Office or the Vice President of Academic Affairs. The Dean of Student Life can assist students in determining the best office to approach with questions.

## **AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION POLICY**

It is the policy of the College of Santa Fe, and all organizations and groups affiliated with the College:

- to provide equal opportunity to all students.
- to prohibit discrimination in employment, admission, educational programs and activities against any member or prospective member on the basis of race, sex, religion, age, color, creed, national origin, disability, sexual orientation, gender identity and marital status.
- to promote the realization of equal opportunity for membership participation and leadership through affirmative action.

Any student who feels that he/she has been discriminated against or has observed discriminatory actions or comments by an employee/student should report the incident to the Dean of Students and/or Human Resources Director immediately.

## **ALCOHOL AND OTHER DRUGS**

College of Santa Fe recognizes the prevalence of drug and alcohol use and abuse within contemporary North American and World culture. In consideration of CSF's educational mission, we are committed to fostering an environment in which trust and open dialogue facilitate a mature and responsible engagement with issues, concerns, and problems related to drug and alcohol use. Illegal drug and alcohol use and abuse on campus pose a serious threat to the health, welfare, work and educational progress of faculty, staff and students and conflict with the College's responsibility to foster a healthy atmosphere for the pursuit of education, research, and service. These behaviors will thus be addressed within the bounds of this Code as they affect individuals, groups, and/or programs within the campus community.

### **ALCOHOL AND OTHER DRUG POLICY**

The College supports the responsible use of alcohol as described herein. The College also supports the occurrence of non-alcoholic and drug-free activities and appropriate monitoring of alcohol use when alcohol is served. All students, as a condition of continued registration and enrollment, shall abide by the following:

- Students are expected to obey all state and federal laws governing alcohol and other drug use, possession, consumption, transfer, sale, and distribution; this policy includes state or federally controlled substances as well as legal prescription drugs.
- Use, possession or consumption of alcohol and illegal use of other drugs is prohibited in classrooms, academic buildings, studios, or public areas, e.g., corridors, lobbies, lounge areas, dining hall, parking lots, the Snack Bar, Garson Theatre, and the Quad, unless approved as part of an official College event.
- Open containers of alcohol are prohibited outside of private rooms and apartments; containers being carried outside of these rooms must be in a paper or opaque bag or container and factory sealed and may only be possessed by people 21 years of age and older.
- Alcoholic beverages should not be purchased for nor otherwise distributed to those under the age of 21. Students should not solicit others to purchase or otherwise procure alcohol for them if they are not 21 years of age or older.
- Students should not attend class, participate in academic out-of-classroom activities, (including internships, rehearsals, studio work, film shoots, recording sessions, etc), or report for scheduled work shifts while under the influence of alcohol and/or other drugs not legitimately prescribed for them.
- Students are not to advertise alcohol and/or other drugs through door decorations, posters, flyers, empty bottles, cans, and boxes, or any other means that can be considered prominent or public display.
- No social event, private or public, shall include any form of "drinking contest" in its activities or promotions.
- The marketing of alcoholic beverages and/or other drugs on the CSF campus is prohibited.
- Alcoholic beverages and/or other drugs shall not be used as inducement for membership in or initiation into CSF clubs and other social organizations.
- Students are not to use prescription or nonprescription drugs in any fashion not prescribed by a physician for those individuals or in a manner not specifically detailed in the written instructions. Students found on-campus with prescription drugs may be required to present prescriptions if suspected of inappropriate use.
- The presence of drug paraphernalia and/or evidence of recent illegal drug use (e.g., roach, marijuana odor, straws and mirrors) constitutes a violation of this policy. Validity of the evidence will be determined by the investigating College official. Measures

commonly known to hide illegal drug use (e.g., outward blowing fans, weather-stripping on internal room doors, excessive air freshener, etc.) can create reasonable belief of illegal drug use for purposes of investigation and will be documented if discovered in areas of suspected drug use. Such evidence will be considered by College officials during judicial reviews when determining likelihood of policy violations.

- Any students engaging in an action that is disruptive to the community or violates any other listed College policies, while under the influence of alcohol or other drugs, shall be in violation of the Alcohol and Other Drug Policy. Such behavior includes, but is not limited to: vomiting in public, public urination, driving under the influence, fighting, exhibiting disorderly conduct, damage to property, throwing bottles, blocking or lying across or otherwise preventing or interfering with access to or passage across an entryway or thoroughfare, or cursing, shouting at or otherwise rudely insulting others.

Sponsors of college, department, and/or off-campus functions which include faculty, staff, and students are expected to comply with all provisions of this policy and with state laws governing the consumption by or service of alcohol to minors and persons who appear intoxicated. Faculty and staff are prohibited from hosting events on- or off-campus that include the illegal use of alcohol or other drugs.

Any student employee engaged in the performance of work under a federal contract or grant is required, as a condition of employment, to notify his/her supervisor if he/she is convicted of a criminal drug statute violation occurring in the workplace within five days of such conviction. The supervisor shall notify the Human Resources Office. Failure of the student to notify the supervisor shall be grounds for disciplinary action.

## **ALCOHOL IN CAMPUS HOUSING**

The following provisions govern the service and consumption of alcohol in campus housing. In private rooms, alcohol may be served to and consumed by persons 21 years of age or older, with the following stipulations:

- No other College policies are being violated.
- The room door must be closed while alcohol is being consumed.
- No individuals under 21 years of age may be present in the room. If anyone under the age of 21 is present, then everyone present in the room where alcohol is being consumed is in violation of the College's Alcohol and Other Drug Policy and may be subject to disciplinary action.
- No alcoholic beverages are sold.

- Residents understand they are responsible for their own conduct as well as that of their guests to insure full compliance with all college and residential life policies, including the policy governing alcohol and other drugs.
- Persons possessing alcoholic beverages may be required by the Residential Life staff to provide valid identification of their age.
- The amount of alcohol that is possessed in an individual room or apartment must be of an amount to be consumed in a prudent manner by the residents and a reasonable number of guests. Kegs, party balls, beer bong, etc., are prohibited.
- Specific wings, floors, and apartments may be designated as substance free living units. Use, possession, consumption and/or being under the influence of alcohol or other drugs by anyone (regardless of age) is prohibited in these designated living units. Such wings will be available to any student who wants this type of living arrangement, as space permits.

CSF's response to any violation of the Alcohol and Other Drug Policy may include, as a total or partial alternative to disciplinary action, a requirement that the student participate satisfactorily in an approved substance abuse assessment, treatment or rehabilitation program as a condition of continued registration / enrollment / residence.

## **HEALTH AND SAFETY RISKS AND INTERVENTION**

College of Santa Fe recognizes that alcohol and other drug (including prescription drugs) abuse is a persistent social and health problem of major proportion in society. The College also recognizes, however, that diversity of opinion and freedom of choice are the foundation of institutions of higher education and that the use of alcoholic beverages by those of legal age is a matter of personal choice.

Excessive alcohol consumption and abuse of illegal or prescription drugs can lead to certain types of cancer; addiction; birth defects; shortened life span; stomach ulcers; phlebitis; varicose veins; pathological changes in the liver, brain, heart and muscle that can lead to disability and death; as well as other health problems. Alcohol and drugs are also a major factor in homicides, assaults, rapes, suicide, family and date violence. Alcohol is significantly involved in all types of accidents--motor vehicle, home, industrial and recreational. Unintended pregnancies and sexually transmitted diseases, as well as relationship, academic or work problems, are often associated with alcohol or other drug abuse, as well as relationship, academic or work problems.

Because health and safety of students is of primary importance, students are encouraged not only to look out for their own health and safety, but also for that of their peers. When a person's health and/or safety is threatened or appears to be in jeopardy, immediate action should be taken to prevent injury, illness or other danger. Students who seek medical assistance for

themselves or for others due to over-consumption of alcohol or other drugs shall be exempt from disciplinary action; however, restitution to the community may be required. Parents of such students under the legal drinking age may be notified at the discretion of the Judicial Affairs Coordinator and/or Dean of Students. There will be an automatic referral made for the individual to see a substance abuse specialist for education, assessment, and possible referral for treatment.

In recognition of the dangers of substance abuse on campus, College of Santa Fe shall maintain alcohol and drug-free awareness programs to inform members of the college community about the issues and risks of substance abuse and about available counseling and treatment resources on campus and in the local community. As a matter of policy, any referral, treatment, awareness or primary prevention programs established by College of Santa Fe shall play no role in enforcing or instituting possible disciplinary action.

## **GUIDELINES FOR PUBLIC AND PRIVATE SOCIAL EVENTS INVOLVING ALCOHOLIC BEVERAGES**

The use, possession, sale and distribution of alcohol shall be in accordance with the College of Santa Fe Alcohol and Other Drug Policy and New Mexico state laws. For all College of Santa Fe functions or activities where students will be present and involve the availability of alcohol, prior authorization must be received in writing from the Vice President for Academic Affairs for events sponsored by academic departments or the Dean of Students for events sponsored by all other departments or student groups.

Principles of good hosting will be observed including availability of alternative beverages, food, and planned programs. The consumption of beer, wine or distilled spirits shall not be the sole purpose of any activity.

Any function at which tickets are purchased for alcoholic beverages or at which an entrance fee is charged, which includes the provision of alcoholic beverages, constitutes the sale of alcoholic beverages.

If the function includes the sale or distribution of alcoholic beverages, the beverages must be distributed or sold by a licensed caterer/dispenser (e.g., Bon Appetite). To take responsibility on oneself, an "Application for Special Dispenser's Permit" must be obtained at the Department of Alcoholic Beverage Control for the State of New Mexico. A form to request this permit may be obtained from the CSF Conferences Office.

For all events where alcoholic beverages are served or sold, the sponsor is required by the College to submit a Certificate of Insurance to the CSF Conferences Office not later than ten (10) days prior to the event. Individuals sponsoring such events must implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons who appear intoxicated and/or who are under the age of 21.

Non-alcoholic beverages must be available at the same place as the alcoholic beverages and must be featured as prominently as the alcoholic beverages. A reasonable portion of the budget for such events shall be designated for the purchase of substantive food items. No social event, public or private, shall include any form of "drinking contest" in its activities or promotions.

Advertisements for any event where alcoholic beverages are served shall not mention the availability of alcoholic beverages. Alcoholic beverages shall not be used as an inducement to participate in a campus event. Promotional materials, including advertising for any college event, shall not make reference to the amount of alcoholic beverages (such as the number of beer kegs available), nor to any discounted alcoholic beverages (\$1 beer, Ladies' Night, etc.).

The marketing of alcoholic beverages on the College campus is prohibited.

## **NEW MEXICO STATE LAW REGARDING ALCOHOL**

Illegal uses of alcohol include, but are not limited to, serving, buying or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence.

New Mexico State Law makes it unlawful:

- for anyone under the age of 21 (a minor) to buy, consume, or possess alcohol. (Sections 60-7B-1, 60-7B-1.1 NMSA 1978)
- for anyone to sell, serve, procure, or give alcoholic beverages to a minor. (Sections 60-7B-1, 60-7B-1.1 NMSA 1978);
- for anyone to deceive or cause another person to believe that a minor is legally entitled to be sold, served, or delivered alcoholic beverages. (Sections 60-7B-1, 60-7B-1.1, 60-7B-7 NMSA 1978);
- for any minor to purchase or attempt to purchase alcoholic beverages. (Sections 60-7B-1.1 NMSA 1978);
- for a minor, without lawful business, to enter and remain on a premises licensed to sell alcoholic beverages. (Sections 60-7B-10 NMSA 1978);
- for anyone to give, sell, loan, or deliver an identity card to a minor knowing that the minor intends to use such identity card for purposes of procuring or attempting to procure any alcoholic beverages. (Section 66-8-138 NMSA 1978);
- for a minor knowingly and unlawfully to possess alcoholic beverages while operating a motor vehicle. (Section 66 8-8 NMSA 1978);
- for any person to sell or attempt to sell alcoholic beverages at any place other than a licensed premises (Section 60-7A-4.1 NMSA 1978);

- for any premises to be used for the unlawful sale, manufacture, storage, possession, or consumption of alcoholic beverages (Section 60-7A-15 NMSA 1978);
- for any person to sell or serve alcoholic beverages to or to procure or aid in the procurement of alcoholic beverages for an intoxicated person knowing that the person buying or receiving service of the alcoholic beverages is intoxicated. (Section 60-7B--1 NMSA 1978);
- Any person who sells or serves to or procures alcoholic beverages for one known or appearing to be intoxicated may be subject to civil liability for damages caused to a third party by the intoxicated person (Section 41/11/1, 60-7B-1.1 NMSA 1978);
- for any person to consume alcoholic beverages in any public establishment unless the establishment is licensed to sell and serve alcoholic beverages (Section 60-7A-22 NMSA 1978);
- for any person to operate a motor vehicle while under the influence of alcoholic beverages. (Section 66-8-102 NMSA 1978).

## **CONTROLLED SUBSTANCES**

"Controlled substances" means those substances in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and implementing regulations, 21 CFR 1308.11 - 1308.15. Controlled substances include, but are not limited to, marijuana, cocaine (including "crack"), amphetamines, heroin, PCP, hallucinogens and certain prescription drugs.

## **LEGAL SANCTIONS**

Legal sanctions for the Unlawful Possession or Distribution of Illegal Drugs and Alcohol:

The penalties for even the most minor violations of the Liquor Control Act can include fines of up to \$300, confiscation of property and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.

Driving or using machinery after drinking or using drugs creates the risk that the user may injure or kill someone else. This can result in homicide charges. License revocation and vehicle impoundments are also results of driving while under the influence of liquor or drugs.

In drug-related cases a court can permanently suspend eligibility for federal benefits, including financial aid. A criminal record can seriously hurt educational and career opportunities.

Penalties for illegal drug use can include significant fines and imprisonment. Penalties for the illegal sale of drugs are greater, and many include property confiscation. Alternative penalties for illegal drugs or

alcohol use may also include mandatory community service. Violation of laws by a foreign national may result in deportation.

As required by federal regulations Figures 1 and 2 detail federal and state sanctions for the unlawful possession or distribution of illicit drugs.

## FEDERAL DRUG TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule I)	500 - 4999 gms	<p><b>First Offense:</b></p> <p>Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more	<p><b>First Offense:</b></p> <p>Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p><b>Second Offense:</b></p> <p>Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment</p>
Cocaine Base (Schedule I)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule I)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 – 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule I)	10 – 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule I & II drugs	Any amount	<p><b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gms			
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 or more mgs			
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an</p>		

Flunitrazepam (Schedule IV)	Less than 30 mgs	individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

## FEDERAL DRUG TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life  If death or serious injury, mandatory life  Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years  If death or serious injury, not less than 20 years, not more than life  Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life  If death or serious injury, mandatory life  Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	10 kg or more hashish; 50 to 99 kg mixture  1 kg or more hashish oil; 50 to 99 plants	Not more than 20 years  If death or serious injury, not less than 20 years, not more than life  Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years  If death or serious injury, mandatory life  Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years  Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years
Hashish	10 kg or less		Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil	1 kg or less		

## STATE DRUG LAW SUMMARY

Drug	Conditions/quantity	Penalty	
		JAIL (YRS)	FINE
Cocaine, heroin	Possession--	1 to 2	\$5,000
	Intent to distribute "Trafficking" or distribution	6 to 12	\$10,000
Methamphetamine	Possession	1 to 2	\$5,000
	Intent to distribute/distribution	2 to 4	\$5,000
Prescription drugs	Possession	Varies	Varies
	Intent to distribute/distribution	2 to 4 (mostly) can be higher w/some substances	\$5,000
Any	Manufacture or "trafficking"	6 to 12	\$10,000
Marijuana	< 1 oz, first offense	15 days	\$50 to \$100
	< 1 oz, subsequent offenses	Up to 1 yr	\$100 to \$1,000
	> 1 oz, < 8 oz	Up to 1 yr	\$100 to \$1,000
	> 8 oz, < 100 lbs, or intent to distribute	1 to 2	\$5,000
	> 8 oz, < 100 lbs, or intent to distribute, second offense	2 to 4	\$5,000
LDS	> 100 lbs	2 to 4	\$5,000
	Possession	Up to 1 year	Up to \$1,000
Any	Possession for sale	2 to 4	\$5,000
	Second trafficking conviction	18 years	\$15,000

## CONTROLLED SUBSTANCES – USES & EFFECTS

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>NARCOTICS</b>										
Opium/II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine/II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected	see above	see above	see above

Codeine/II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected	see above	see above	see above
Heroin/I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone/II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)/II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Methadone/II	Dolophine, Methadone, Methadone	Analgesic	High	High-Low	Yes	1-2-2-4	Oral, injected	see above	see above	see above
Other Narcotics/I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Varia-ble	Oral, injected	see above	see above	see above
Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Durability (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>DEPRESSANTS</b>										
Chloral Hydrate/IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates/II, III, IV	Amytal, Butisol, Fiorinal, Lotunate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-1-6	Oral	see above	see above	see above
Benzodiazepines/IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax,	Antianxiety, anticonvulsant, sedative,	Low	Low	Yes	4-8	Oral	see above	see above	see above

	Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	hypnotic								
Methaqualone/I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral	see above	see above	see above
Glutethimide/III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral	see above	see above	see above
Other Depressants/III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	see above	see above	see above
Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Toxicity	Durability (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>STIMULANTS</b>										
Cocaine/II*	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines/II	Biphetamine, Delcobes, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Phenmetrazine/II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Methylphenidate/II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above
Other Stimulants/III, IV	Adipex, Cylert, Didrex, Ionamin, melfiat, Plegine, Sanorex, Tenuate, Pepranil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Toxicity	Durability (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>HALLUCINOGENS</b>										
LSD/I	Acid, Microdot	None	None	Unknown	Yes	8-11	Oral	Illusions and	Longer and more	Withdrawal

					s	2		hallucinations, poor perception of time and distance	intense "trip" episodes, psychosis, possible death	syndrome not reported
Mescaline & Peyote/l	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral	see above	see above	see above
Amphetamine Variants/l	2.5-DMA, PMA, STP, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine/l	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues/l	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens/l	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possibly	Variable	Smoked, oral, injected, sniffed	see above	see above	see above
Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Durability (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>CANNABIS</b>										
Marijuana/l	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol/l	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish/l	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above
Hashish Oil/l	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral	see above	see above	see above

\* Not designated a narcotic under the CSA.

\*\* Designated a narcotic under the CSA.

## **BULLETIN BOARD POSTING POLICY**

The purpose of the Bulletin Board Posting Policy is to facilitate clear communication and regulate advertising on campus. Postings for campus or community events should clearly list the date, time, place, and sponsor of the event and may not mention alcohol or other drugs available at the event. Flyers may be posted only on bulletin boards and should be removed within 24 hours following the event. Flyers may not be posted on doors, painted walls, or windows of any campus building. Postings that do not meet these requirements may be removed by the Facilities Staff. Off-campus individuals and groups should secure prior approval from the Student Life Office prior to posting on campus.

## **CLASSROOM DISRUPTION OR OBSTRUCTION**

It is expected that students will conduct themselves appropriately at all times within the classroom setting. Disruptions such as cell phones, laptops, talking with neighbors, talking over others, eating, etc. are inappropriate behaviors. Students should use laptop computers and other electronic devices in the classroom for academic purposes only (e.g., note-taking).

As is consistent within an academic environment, students will encounter points of view and opinions that are vastly divergent from their own. Students should feel free to express disagreement with these points of view, but must do so in an appropriate and respectful manner. In cases when a student's behavior is so disruptive as to compromise the faculty member's ability to teach or another student's ability to learn, faculty members have the right to address the immediacy of the situation as they deem appropriate (e.g., temporary removal of a student from the class).

If a student is removed from a class, the faculty member should meet with the student prior to the student returning to the class. This meeting should specify the faculty member's expectations for the student's behavior should the student wish to remain in the class. If the faculty member believes the student's behavior was so egregious as to warrant removal from the course, the case should be referred to the Academic Department Chair and/or Vice President for Academic Affairs for further review. The Dean of Students should be notified of all cases of classroom disruption or obstruction and of any resulting action by the faculty member.

## **COMPUTER & ELECTRONIC USAGE POLICY**

This policy has been established to familiarize students and their guests with campus security-related measures associated with the use of

computers and/or computer networks on the College of Santa Fe campuses. The computing and electronic communication facilities and services provided by CSF are primarily intended for teaching, educational, research and administrative purposes. Their use is governed by all applicable College policies, (including sexual harassment) and student due process and disciplinary policies, as well as by applicable federal, state, and local laws. Violation of this policy may subject the alleged violator to disciplinary action by the College, which may include but not be limited to dismissal. In addition, the alleged violator may be subject to lawsuits and/or federal or state actions.

It is the intent of College of Santa Fe to attempt to ensure the privacy of all data including e-mail communications and student records and all other records maintained on computer and phone systems. College of Santa Fe reserves the right, however, to monitor communications when violations of policies have been alleged. Examples of Prohibited Use:

- Commercial activity, e.g., solicitation or advertising in connection with a personally owned business.
- Political activities, e.g., endorsement of candidates for political office.
- Electronic harassment, e.g., chain letters, spamming, and communication that would be deemed a violation of institutional sexual harassment policy, but which occurs in an electronic environment.
- Copyright infringement.
- Violation of any criminal law, e.g., obscenity or child pornography statutes, defamation.
- Extensive personal use, i.e., excessive use of bandwidth or any use which impedes access to the system resources by other members of the college community or which subjects the institution to a material increase in its operating cost.
- Installation of personally owned software on college computers, either related to one's discipline or unrelated, (e.g., electronic games) unless specifically authorized by appropriate personnel for temporary use related to job or school work.
- Unauthorized use of another's passwords, file data, department software, etc.
- Setting up unauthorized person web and network services.
- "Hacking", which includes but is not necessarily limited to:
  - a) unauthorized access to system resources;
  - b) obtaining and/or using through unauthorized means a level of campus security higher than that given by appropriate authorized personnel;
  - c) changing one's own or any other user's campus security levels;

- d) creating real or fictitious user accounts;
- e) attempting to access in any way accounts, files, directories, servers, and data to which the user has no rights.

Disclaimer: College of Santa Fe makes no guarantees of any kind, whether expressed or implied for the service it is providing. College of Santa Fe will not be responsible for any physical damage through the use of CSF computing and electronic communications facilities and services, including, but not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the College's own negligence or by user error or omissions. Use of any information obtained via the Internet is at users' own risk. College of Santa Fe specifically denies any responsibility for the accuracy or quality of information obtained through its computing and electronic communications facilities and services.

## **FUNDRAISING, SOLICITATION & COMMERCIAL ACTIVITY POLICY**

The College does not permit the promotion, sale, or distribution of merchandise, services, and similar commodities on the campus without approval of the Dean of Students. Students or campus organizations wishing to engage in fund raising on campus should consult the Dean of Students. Fundraising may not include any type of door-to-door sales on campus but may be permitted in specified public areas. Any door-to-door sales or solicitations should be reported to the Housing and Residential Life Office and/or Campus Security as soon as possible.

The Dean of Students, in consultation with the Vice President for Development, must approve any type of solicitation or fund-raising off campus by College of Santa Fe students or recognized student organizations. This regulation applies to any type of fundraising including the solicitation of paid advertisements and donation of prizes for student events.

Commercial firms or organizations are prohibited from conducting business on the College campus unless they have been invited. This policy is implemented in the interest of protecting all members of the campus community, particularly students, from inconvenience, harassment or annoyance as a result of the conduct of such activities. Those firms or organizations that are invited to conduct business on campus must have a letter of approval from the Dean of Students to do so. Commercial sales may require a 15% contribution to the sponsoring student organization.

### ***Use of Institutional Name Procedures***

No student organization or individual may use the institutional name in the solicitation of gifts from persons or agencies off campus without written permission from the Dean of Students in consultation with the Vice President for Development.

## **GRIEVANCE POLICY, STUDENT**

### **GENERAL PROVISIONS**

A student grievance exists when a student claims that a violation, misapplication, or misinterpretation of a College of Santa Fe policy, procedure, or practice has occurred. Under this policy, a grievance may be initiated by a student alleging violation of college policies and procedures. The grievance may be filed against another student, an instructor, an administrator, or a staff member.

The College strives to foster a community free from discrimination. Students, however, must also be aware that they are responsible for complying with all college regulations and for maintaining the appropriate requirements as established by the instructor for each course in which they are enrolled. The College shall insure that the student is fully accorded due process as stated in this student grievance policy.

The Dean of Student Life is available to give students guidance in the informal process as well as in the formal process.

### **CAUSE**

When a student feels subjected to an unjust action or denied rights by a member of the academic community, the student may seek redress according to the following procedures. The following actions are grounds for a student grievance:

- Any act of discrimination.
- Act or threat of intimidation or harassment.
- Act or threat of physical aggression.
- Arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.
- Violation of any student rights described in college rules and regulations.

The student grievance policy does not replace existing policies and procedures, which address specific reporting and appeal processes. For grade appeals and information about access to and confidentiality of records, students should consult the Course Catalog. Students should consult the Student Handbook for a list of Student Rights and Responsibilities, information about the Student Judicial Process, and procedures for addressing Sexual Assault and Harassment.

## PROCESSING THE GRIEVANCE

### Step I – Informal Process

It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the student is expected to meet with the person whom s/he believes violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that s/he is able to do that, s/he shall meet and discuss the incident with the supervisor of the staff member or department chair of the faculty member. This meeting should take place no later than twenty (20) days after the occurrence that gave rise to the complaint.

### Step II – Formal Process

If the student is not satisfied with the results of the informal process, s/he should initiate the formal process no later than thirty (30) days after the occurrence that caused the complaint. Grievances involving members of the faculty or of an academic nature shall be submitted to the Vice President for Academic Affairs; all other grievances requiring further investigation shall be submitted to the Dean of Student Life and/or the Director of Human Resources. Grievances against the Vice President for Academic Affairs or the Dean of Student Life shall be submitted to the President of the College.

The formal process will adhere to the following guidelines:

1. The student must present his/her complaint in writing to the Vice President for Academic Affairs (academic grievances) or the Dean of Student Life (non-academic grievances). The student shall present a written, signed statement of the nature of the grievance, a summary of actions taken by the student to resolve the grievance up to that point, and any proposed solution to the problem the grievant may wish to offer. The student may include copies of any relevant documents. The Vice President for Academic Affairs or the Dean of Student Life shall send a copy of the complaint to the person against whom the grievance has been filed.
2. Within ten (10) business days of receiving the formal grievance, the Vice President for Academic Affairs or the Dean of Student Life shall hold a meeting to hear the complaint. It shall be at the discretion of the Vice President or Dean to determine whether s/he will meet with the grievant and the person to whom the complaint has been directed separately or in a joint meeting.
3. Following the meeting or meetings, and within ten (10) business days, the Vice President or Dean will report his/her findings and the actions, where appropriate, to be implemented to resolve the grievance in writing to the grievant and the person to whom the complaint is directed.

### **Step III – Appeal**

The accused or the aggrieved person may appeal the decision made by the Vice President for Academic Affairs or the Dean of Student Life within five (5) business days. Upon receipt of the appeal, the Vice President or Dean will initiate a committee hearing process and convene the Academic Standards Committee or the Student Grievance Committee to hear the appeal. The decision of the committee is final. All parties will be notified in writing of the committee's decision.

### **GROUP GRIEVANCES**

In the event of a grievance by more than one student on the same issue, the group shall select one person to be spokesperson/representative of the group.

### **WITHDRAWAL OF GRIEVANCE**

At any time during the grievance process, the grievant may officially withdraw the grievance in writing. In the event the grievant fails to appear for any scheduled meeting or hearing without prior notification or evidence of extenuating circumstances, absence shall be considered to constitute withdrawal of the grievance.

### **NO RETALIATION**

Any retaliatory action of any kind by an employee or student of the college against any student as a result of filing a grievance under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited, and may be regarded as the basis for disciplinary action.

### **GRIEVANCE RECORDS**

Grievance records will be maintained for at least one year by the Vice President for Academic Affairs Office or the Dean of Students Office.

## **HIV/AIDS POLICIES**

Specific policies regarding AIDS and HIV infection are as follows.

### ***Non-discrimination and Confidentiality***

In making decisions regarding persons with AIDS and/or other manifestations of HIV infection, college officers must observe the legal rights of these individuals under various federal, state, and local regulations.

The standards of confidentiality at College of Santa Fe regarding people known or suspected to have HIV infection are those developed by the American College Health Association's Recommended Standards and Practices for a College Health Program (4th Edition):

In general, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written consent of the patient in each case. This position with respect to health records is supported by the Family Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act.

#### ***Attendance and Access***

Students who have HIV infection, whether they are symptomatic or not, will be allowed regular classroom attendance and access to all campus facilities in an unrestricted manner as long as they are physically and mentally able to participate.

#### ***Harassment***

As a result of the fear, anxiety and anger that many people feel in reaction to HIV and AIDS, some students, staff, or employees of the College who are known to be or suspected of being infected with HIV may be subjected to emotional and/or physical abuse. All such occurrences are considered intolerable and should be reported immediately to the Dean of Students such that behavior may be responded to quickly and effectively. This policy is consistent with respect for the dignity of the individual.

#### ***HIV Antibody Testing***

The College Health Services are available to perform testing for HIV antibodies and will respond to those requesting such testing. Health care providers can counsel and educate those desiring to be tested. Referrals will be made only to testing sites that are anonymous or confidential, confirm positive results, and provide pre-test and post-test counseling.

#### ***Protection of Rights***

Persons with AIDS or a positive test for HIV antibodies are encouraged to inform the Physician's Assistant in College Health Services about his or her condition. It is also recommended that he or she contact other appropriate community AIDS services. The Physician's Assistant in College Health Services will attempt to notify all known AIDS affected students, faculty and staff of any communicable disease alerts on campus and also to identify protective measures to reduce exposure to such risks. All information received by College Health Services from these affected persons shall remain confidential. (See Confidentiality) It may become necessary to provide special housing arrangements for the protection of affected persons. Discussion about relocation should involve careful consideration of the consequences of such a move. Relocation should be accomplished only after thorough discussion with the person(s) involved.

To help prevent the possible spread of AIDS from a person with AIDS or anyone having a positive test for HIV antibodies, the affected persons should be encouraged to participate in a program of regular medical follow-up and monitoring of their condition by health care personnel familiar with AIDS-related concerns.

College Health Services will provide information about the transmission of HIV and the ways and means of prevention. Detailed education will be provided concerning an individual's behavior to guarantee that others are not endangered.

### ***Safety Precautions***

The United States Public Health Service proposes safety guidelines for handling blood and body fluids. These universal precautions are necessary because many people with HIV infection are not identified in advance. The procedures are followed by College of Santa Fe.

### ***Guidelines for Safety Procedures***

A. Disinfecting: Surfaces contaminated by blood or other body fluids should be disinfected with commercial disinfectant solutions or with household bleach, freshly diluted in a 1:10 solution. Disposable gloves should be worn as part of standard cleaning procedures. Plastic trash bags, which might contain body fluids, should be changed daily.

B. Prevention of Transmission: The College Health Services, Campus Security, Housing and Residential Life, and Housekeeping Departments follows the Center for Disease Control recommendations for prevention of HIV transmission. (CDC Morbidity and Mortality Weekly Report, August 21, 1987, 36:2S)

C. Teaching Laboratories: In laboratory courses requiring exposure to blood, blood will be obtained by a finger prick for typing and examination using disposable equipment. No lancets or other bloodletting devices should be reused or shared. Students in these laboratories should develop and supervise specific protocols for rapid disposal of used equipment of this sort.

## **MENTAL HEALTH ASSESSMENT/WITHDRAWAL**

The Dean of Students, in consultation with the appropriate individuals which may include, the Counseling staff, Family Nurse Practitioner, and/or the Director of Campus Housing, may determine that a student is a direct threat to self, others, or the good order of the academic community through indications such as verbal/physical disruption, uncontrolled / unstable behavior, or threats or gestures of self harm. If the student exhibits such behavior, the Dean of Students will invoke interim suspension and the student will be required to leave campus until such time as the College can be assured that the problem is no longer a significant issue. The Dean of Students may require a psychiatric, psychological or physical evaluation by an appropriate physician and/or mental health professional for the purpose of evaluating the student's stability. The student will be responsible for any evaluation fees.

Conditions of return, if any (noted in a behavioral contract) may be placed on the student to prevent potential problems or incidents from occurring anywhere on campus. If it is the determination of the appropriate professional(s) that the student is not currently able to function medically or behaviorally in the College environment, the Dean of Students will initiate a withdrawal from the College. Refund for tuition and room and board charges will be made as outlined in the withdrawal schedule in the Course Catalog.

The College may require the student to undergo a professional psychological evaluation to determine the condition and plan of treatment, if necessary, prior to making a decision regarding re-admittance or reinstatement. A written opinion from a board certified physician and/or mental health professional may be required. This professional will have provided treatment subsequent to the withdrawal and will substantiate the ability of the student to perform successfully at the College. The student's re-admittance or reinstatement at the College is contingent upon the release of all psychological and/or medical information to the Dean of Students. The Dean of Students will, in consultation with the counseling staff and/or the Family Nurse Practitioner and/or other Student Life staff members, determine the appropriateness and conditions of the student's return.

When the Dean of Students, in consultation with Counseling staff, Family Nurse Practitioner, and/or the appropriate physician or mental health professional determines that there is no imminent threat to self, others, or the good order of the community, the student will be able to continue at the College. Conditions, if any (noted in a behavioral contract) may be placed on the student to prevent potential problems or incidents from occurring anywhere on campus. The student is responsible for any and all costs related to any follow-up treatments identified.

## **MOTOR VEHICLE CODE**

The College's Motor Vehicle Code is an adaptation of the traffic laws of the City of Santa Fe and the State of New Mexico. The campus speed limit is 15 mph.

In order to maintain vehicles on campus, all students must acquire a parking permit from the Student Life Office. The parking permit must be displayed on the lower left of the windshield of the vehicle. Students with cars are expected to adhere to all traffic regulations on campus (e.g., speed limits, stop signs, parking zones). Failure to do so could result in loss of vehicle privileges on campus and judicial action.

Campus parking is free. Restricted areas must be honored and all motor vehicles should be parked in designated parking areas only.

The Campus Security staff is responsible for enforcement of the vehicle code and will issue warnings to violators of this code. Vehicular code offenses may result in towing of the vehicle at the owner's expense and/or referral to the Judicial Affairs Coordinator for revocation of parking/vehicle

privileges. Vehicles are checked for CSF permits, as well as for being in serviceable, safe condition. Any vehicle found not meeting CSF requirements, or considered to be unsafe or abandoned, will be issued a warning sticker and towed 72 hours after that sticker has been issued. Towing and storage will be at the owner's expense.

Vehicles may not be occupied overnight or inhabited on College property.

Students wishing to leave their vehicles on campus during break periods should register them with the Housing and Residential Life Office. At no time will the College accept responsibility for damage or theft to a student's vehicle and/or any items left in the vehicle. All vehicles on campus should have appropriate liability insurance coverage in force.

## PET AND ANIMAL POLICY

Students and/or guests are not allowed to bring pets other than fish into student residences or other College buildings. The only pets residents can have in campus housing are fish in a fish tank that does not exceed 5-gallons. ADA service animals need to be registered with Student Life.

The following are guidelines pertaining to pets on College premises other than campus housing:

### ***Pets on Campus***

*This policy includes, but is not limited to, dogs, birds, cats, mice, gerbils, amphibians, reptiles, and ferrets.*

- The College prohibits pets from all campus buildings, including offices and academic buildings except for animals specifically exempted from this policy such as service animals and fish in containers of less than 5 gallons (at the discretion of the Department Chair or Manager).
- Persons bringing pets on campus will be held responsible for any costs or consequences of damage to College or personal property or harm to any individual caused by their pet and may be subject to discipline as is warranted and appropriate under the circumstances.
- No sick or non-immunized pet should be brought on campus.
- Animals shall not be permitted to impede normal movements of any person on campus or be permitted to interfere with the ability of any student, employee or other person to work or study on campus. When complaints are received, the individual will be asked to remove the pet from the campus immediately.

### ***Dogs on Campus***

- Any dog brought on campus must be attended and restrained on a leash of 6 feet or less at all times.

- Dogs should not be left fastened to stationary objects, especially trees and shrubs, outside buildings.
- Dogs should not be left unattended in vehicles for extended periods.
- Owners are expected to immediately pick up and properly dispose of any dog droppings.
- Persons bringing dogs on campus will be held responsible for any costs or consequences of damage to College or personal property or harm to any individual caused by their pet and may be subject to discipline as is warranted and appropriate under the circumstances.
- When Campus Security observes or becomes aware of an unrestrained or unattended dog, a reasonable attempt will be made to locate the animal's owner and have the animal immediately removed from the campus. If attempts to find the owner are unsuccessful, Campus Security will contact the ASPCA or local animal control, which will remove the animal from College premises.

### **Service Animals**

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items". Service animals may accompany a person with a disability in areas of public access on campus. If there are any questions as to whether an animal qualifies as a service animal, a determination will be made by the Office of Disability Services.

In compliance with the ADA, service animals are welcome in all buildings open to public access and may attend any class, meeting, or other event. Disabled students desiring to use a service animal on campus must contact Disability Services to register as a student with a disability, at which point staff will evaluate the disability and recommend any additional accommodations appropriate to the functional limitations of the disability.

Requirements of service animals and their owners include:

- Animals must be licensed in accordance with county regulations and wear a vaccination tag.
- Animals must be in good health.
- Animals must be on a leash at all times.
- The owner must be in full control of the animal at all times.

- The owner must provide Disability Services staff with information as to how the animal accommodates for their disability.

Reasonable behavior is expected from service animals while on campus. The owners of disruptive and/or aggressive service animals may be asked to remove them from college facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner is expected to properly clean and dispose of all animal waste.

## **RALLIES, DEMONSTRATIONS, AND PUBLIC ASSEMBLIES**

Public rallies, demonstrations (either by individuals or groups), and assemblies held on campus should be registered at least 24 hours in advance with the Dean of Students. Registration should include the desired date, time, place, expected attendance, and type of demonstration planned noting the inclusion of amplified sound (if any). Public demonstrations not registered may violate the disruption / obstruction clause of Proscribed Conduct noted above and risk being “shut down” by Security or administrative personnel.

In cases of alleged campus disruption or obstruction of the academic mission of the institution, immediate action may be initiated by a faculty member and/or administrator to restore order and/or to prevent further disruption. When necessary and appropriate, Campus Security and/or the Santa Fe Police may be contacted to assist with restoring peace and order.

## **SEXUAL HARASSMENT AND ASSAULT POLICY**

Sexual harassment in the educational environment or the workplace is demeaning to the person against whom it is directed, blurs boundaries between professional and personal roles, and destroys the harmonious working and learning environment essential to the continued success of the College. Sexual harassment is a breach of the trusting relationship that should exist between, for example, the professor and student, the employer and employee, or fellow students and fellow workers. Sexual harassment is also a violation of state and federal law.

It is the policy of the College that sexual harassment against any student, employee, or applicant for employment will not be tolerated. Violation of

this policy may subject the alleged harasser to disciplinary action by the College, which may include but is not limited to expulsion or termination of employment. In addition, the alleged harasser may be subjected to lawsuits and/or complaints filed with state or federal authorities, which may have serious legal and financial consequences.

#### ***Definition of Sexual Harassment***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other harassing conduct when:

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- submission to or rejection of the conduct by an individual is used as the basis for employment or institutional decisions affecting such individual; or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work or student performance, or creating an intimidating, hostile or offensive work or learning environment.

Examples of "other harassing conduct" as used above include the following:

- verbal abuse of a sexual nature;
- sexually graphic verbal commentaries about an individual's body;
- sexually degrading words used to describe an individual; or
- the display in work or academic settings of sexually suggestive objects or pictures which lack literary or artistic value.

#### ***Procedural Remedy***

If you believe that you have been sexually harassed, you should immediately report the incident to the Dean of Students (unless s/he is the alleged harasser, in which case your report should go to the President). Your complaint will trigger a prompt response, in accord with the procedures outlined below. The College will not tolerate reprisals of any sort against a student making a good faith complaint.

Although the College encourages students to work through the Dean of Students, you may also contact private legal counsel and/or the following state and federal government agencies: the New Mexico Human Rights Division (in Santa Fe at 827-6838); or the Equal Employment Opportunity Commission (in Albuquerque at 248-5201).

If you are not sure whether you have been sexually harassed, or if you wish to seek some advice and support before filing a complaint, you may want to speak to a Campus Counselor (473-6105/6362) or the Campus Minister (473-6223). Within the ethical guidelines of their professions, counselors and ministers can preserve your confidentiality while helping you to clarify

what has happened and what further steps may be taken. The following offices can also provide assistance and information regarding sexual harassment:

- Dean of Students (473-6221)
- College Health Services (473-6574)
- Housing and Residential Life Office (473-6219)
- Director, CSFA (880-8250)

#### ***Filing a Complaint***

When you report an incident of sexual harassment to the Dean of Students, you will be asked to complete and sign a written report of the incident. The College requires a written and signed report to begin a formal investigation. The written report should include the following:

- The identity of the alleged harasser.
- The frequency, details, intensity and duration of the harassment.
- The emotional and/or physical harm resulting from the harassment.
- The remedial action you seek.

Once the written report is completed and signed, the Dean of Students or his/her delegate must promptly inform the alleged harasser that you have filed a complaint against him or her, and must convey to the alleged harasser the substance of your complaint.

#### ***Informal Resolution***

At this point, if you so choose, and if the alleged harasser agrees, the Dean of Students or his/her delegate will attempt to resolve the complaint informally in a manner acceptable to all parties. If you do not wish to pursue an informal resolution of your complaint, or if an acceptable resolution cannot be found, the Dean of Students or his/her delegate will begin a formal investigation of the allegations.

#### ***Investigation and Hearing***

The investigation will at a minimum include interviews with all complaining parties, alleged harassers and witnesses, if any, and will be completed as quickly as practicable, but in any event within 25 working days of receipt of the written and signed complaint (unless additional time is reasonably required because of extenuating circumstances, such as unavailability of witnesses, discovery of new evidence, break periods, etc.). The College official conducting the investigation will attempt to preserve the confidentiality of all parties involved so far as is consistent with a thorough investigation, and will keep the complainant and the alleged harasser informed of the progress of the investigation.

Within 10 days of the conclusion of the investigation, the case will be referred to the appropriate judicial board or other body, as provided for in the faculty, staff, or student handbooks; and a hearing will be conducted by the appropriate body as soon as possible. The alleged harasser will be entitled to the procedural protection afforded by the appropriate handbook, and may appeal any disciplinary or punitive action in accord with that handbook.

## **SEXUAL ASSAULT**

### ***Reporting***

Any student who believes he/she has been the victim of a sexual assault should immediately report the incident to any member of the Residential Life Staff, the Dean of Students, or Campus Security. Students should not bathe, shower, or change clothes in order to preserve available evidence. All written reports must be filed with the Dean of Students.

When an alleged sexual assault is reported, the College has the responsibility of discussing with the person the range of resources and alternatives available to him/her. This includes encouraging him/her to be examined at the emergency room for injuries, STD's, pregnancy, and the collection of evidence; informing her/him that s/he has the right to report the incident to law enforcement authorities and to actually help arrange a meeting with law enforcement authorities as well as to accompany the person during the meeting.

Whether or not criminal proceedings are initiated, campus disciplinary proceedings shall be started when the evidence warrants such. If the student or complainant requests the College to perform an official investigation, a formal written report must be completed. Such a report will outline the allegations, identity (to the extent known) of the victim and assaulter, and authorize the College to disclose the complaint as necessary during the course of any investigation. If the victim refuses to come forward, the College can still bring charges where facts warrant such. Also, in such cases, the College cannot force the person involved to testify; therefore a third party is usually necessary. Unless the accused is considered a threat to other students and employees, the identity of any person who complains about or is accused of sexual assault shall be treated confidentially except to the extent it is necessary to reveal the name of the complaining party and/or the accused during the course of any investigation.

The Dean of Students or designee will conduct an investigation and report the findings to the Judicial Affairs Coordinator for a formal hearing. The regular judicial process is then followed.

The College will not tolerate reprisals of any sort against a student making a good faith complaint.

### ***Counseling Support***

College counselors are trained professionals who can provide specialized support and help towards recovery. This confidential service is available to students whether they are the one who was assaulted or a friend wishing to gain support in assisting a friend. Contact the Counseling Center at 473-6105 or 6362.

#### ***Personal support***

Should someone who has been assaulted come to another student for help, that student should listen and support that person. A sensitive, accepting, and non-judgmental response will influence that person's recovery in a positive way. Recovery takes time and the timetable is different for each person. Following a rape or sexual assault, it is important to regain control of one's life. It is therefore important in such cases that the people involved make his/her own decisions. Support persons should be careful to guard confidentiality and to allow the person to choose whom they wish to tell about the incident, although it is helpful if the person is encouraged to share the incident with someone in authority who can appropriately respond to the situation.

#### ***Sanctions***

The range of sanctions for students found responsible of committing a sexual assault is noted in the Disciplinary Sanctions section of this Handbook. A student, when deemed necessary by the College, may be relocated from his/her present residence. Students may also be removed from campus housing completely.

After the initial report of an alleged sexual assault, possible immediate interim suspension can be invoked on the accused if there is a reasonable cause to believe the accused's behavior is of such a nature as to pose a clear and present threat of harm or injury to any person.

The Dean of Students will be responsible for monitoring the completion of any sanctions assigned.

#### ***Education Programs and Prevention Services***

College of Santa Fe provides campus sexual assault education programs aimed at the prevention of sex offenses. The following departments and campus organizations have sponsored such programs for students, faculty, and staff: Driscoll Fitness Center, First-Year Seminar, Housing and Residential Life, Peer Educator Program, Counseling Center, and Wellness Programs. For specific information on any of these programs contact the Student Life Office.

## **SMOKING POLICY**

College of Santa Fe understands that it is necessary to accommodate the comfort and health needs of the entire College community. Therefore, designated non-smoking areas have been established around campus.

Students are responsible for the proper disposal of cigarette butts. Due to Santa Fe city ordinance smokers must be a minimum of 15 feet away from any building to smoke. During certain times of the year, designated as “Extreme Fire Danger” in the city, smoking outdoors may be banned entirely.

Non-Smoking areas include:

- All College of Santa Fe Buildings (including Campus Housing)
- The Café
- Any other office, hallway or bathroom. Smoking is not permitted in private offices.
- Any area where a non-smoking sign has been posted.

## STUDENT PROJECTS

The College of Santa Fe encourages student creative expression in curricular and extra-curricular pursuits. In order to best support student projects on and off-campus, students completing projects including, but not limited to, exhibitions, performances, film shoots, concerts, etc. must abide by all policies and procedures established by the Student Handbook and Department Handbooks. Under no circumstances is it permissible for a student to put him/herself, his/her peers, or the public in harm's way while completing a student project.

All student projects must be approved by the Dean of Students Office or the academic department administrator outlined in specific department handbooks. Students may request permission to complete student projects on-campus by submitting a Student Project Proposal Form (available on Inside CSF) and any supporting documentation to the Dean of Students Office a minimum of five (5) business days prior to the date of the project.

Registering student projects with the Dean of Students Office allows the College to assist students in completing projects that are safe and enjoyable for students and other members of the College community. Approved projects will be communicated to Campus Security, Facilities personnel, and the appropriate instructor or advisor. Registered projects can also receive assistance with campus promotion and advertising.

Questions about specific student projects and who approves them should be directed to the Dean of Students Office or to academic department chairs.

## STUDENT TRAVEL POLICY

Students traveling off-campus for a College-sponsored activity or event must complete the College's Off-Campus Trip Data Form. Each participant must sign a Release & Hold Harmless Agreement before participating in a

College-sponsored, off-campus trip. Drivers for off-campus trips must also sign a Driver's Agreement Form defining policies and restrictions for off-campus travel. All forms are available on Inside CSF.

It is recommended that faculty and staff do not transport students in their personal vehicles due to New Mexico insurance regulations and liability concerns.

## WINTER WEATHER DELAY OR CLOSURE POLICY

If snow or freezing rain is severe, the Administration of the college will make a determination as to whether to delay opening the campus or to close the campus altogether. The Administration will make this determination based on current conditions (or conditions expected to develop) at the Santa Fe campus. On the Albuquerque campus, the Vice President of CSFA will make all decisions about weather delays or closures.

Delays and/or closures will be communicated by the following:

### *Weather Phone*

- A message will be recorded on the **Santa Fe campus weather phone, 505-473-6533**, with specific information about the nature of the delay or closure. The outgoing message will indicate the impact the delay or closure will have on traditional students, faculty and staff on the Santa Fe campus, as well as for E&W students, faculty and staff.
- The **Albuquerque campus** also has a local **weather phone line, 262-5555**, which will have weather closure updates for CSFA only.
- Decisions about class cancellations for **Evening & Weekend** students at both campuses will be made by **3 p.m.** so that the weather phone for each campus can be updated and the media can be alerted to for students who commute to class in the evening or on weekends.
- If a delay or closure is called first thing in the morning for traditional students, the weather phone message will be updated with new information no later than 3:30 p.m. to ensure the most up-to-date information is available to Evening & Weekend students.

**Please note: a two-hour delay means** that classes are cancelled and offices are closed for the first two hours of the day. For example, classes scheduled for 8-10 a.m. are simply cancelled, but classes beginning at 10 a.m. will commence at their normal time. Classes such as a MAPS class which starts at 9 a.m. and extends for several hours will begin at 10 a.m.

### *Web site*

- When there are announcements about weather delays or cancellations, a ticker textblock will be posted directly on the home page of [www.csf.edu](http://www.csf.edu).
- Keep in mind that notification on the Web site is dependant upon staff having electricity or battery power as well as Internet access. If the weather is poor enough that the power is out or the Internet connection is down, there will not be a message available on the Web site.
- The most reliable way to get information about delays or closures is to call the weather phone.

#### *Media*

- As soon as the decision to delay or close the campuses is made, radio and TV stations in Santa Fe and Albuquerque will be alerted.
- Some stations are able to provide specific information for each campus, others are not. If you hear about a delay or closure but are not certain if it pertains to your campus or class, please check the website and weather phone for more specific information.
- Please note that after calling the weather phone, TV is probably the quickest way to get up-to-date information. Most of the stations keep a banner rolling at the bottom of the screen with constant information about delays or closures in the Santa Fe and Albuquerque areas. Only some radio stations provide the information, and generally do so infrequently during newscasts or between programs.

## **HOUSING AND RESIDENTIAL LIFE POLICIES**

### **AGREEMENT: HOUSING APPLICATION AND CONTRACT**

The Housing Application and Contract defines the terms and conditions regarding campus housing and residential students. The following items are detailed in the Housing Application and Contract:

1. Contract Length
2. Eligibility
3. Rates
4. Contract Termination & Cancellation
5. Meal Plan
6. Deposit Refund (new student contract only)
7. Housing Damage Charges
8. Room Occupancy
9. Liability
10. Housing Assignments
11. Residency Requirements
12. Community Standards
13. Information Disclosure
14. Insurance

15. Right of Refusal
16. Contaminants

Residential students are responsible for abiding by all terms and conditions specified in the Housing Application and Contract. Students may request an additional copy of their signed Housing Application and Contract from the Housing and Residential Life Office.

Some of the terms and conditions of the Housing Application and Contract have been detailed in this handbook for convenience. However, this handbook should not be considered a substitute for the Housing Application and Contract. Questions regarding the terms and conditions of campus housing should be directed to the Housing and Residential Life Office.

### **RESIDENCY REQUIREMENT**

Freshmen and Sophomore students are required to live on campus, until space is exhausted. Freshmen and Sophomore students may submit a letter of appeal to the Director of Housing and Residential Life to live off-campus if they meet one of the following criteria:

- Twenty-one years of age prior to the start of the semester
- Legally Married and can provide proper documentation
- Semester enrollment in less than 9 credit hours
- Sixty-four hours of college credit completed
- Living with (documented) parent(s) or legal guardian(s) in Santa Fe or the immediate surrounding area (within 30 miles)
- Have lived in college or university housing for four or more semesters.

Written appeals must be submitted 30 days prior to the start of the semester in which the student wishes to have the residency requirement waived or modified. Appeals submitted after the start of the semester for the current semester will not be considered.

All students in the appeal process will be charged the full rate for Residence Hall rooms until they qualify to live off campus. Cancellation of housing may result in contract termination charges as stated on the back of the Housing Application and Contract.

### **SPECIAL HOUSING REQUESTS**

#### ***Student Pregnancy Policy***

Students must abide by the following policies if becoming pregnant while living on-campus at College of Santa Fe. All information will be kept confidential in the Student Life and Health Services Offices. The student shall:

- Present proof to College Health Services and the Dean of Students that she is receiving medical care.

- Agree to live in campus housing up to but not past the last six weeks of pregnancy. The last six weeks will be determined from a doctor's estimation of the due date.
- Understand that she will not be allowed to stay in campus housing if delivery of the child is imminent or if medical authorities have determined the possibility of an early delivery.
- After delivery, the student may move back into campus housing, but an infant will not be allowed to live on campus.
- Understand that during the entire time of the pregnancy and after, she has the right to continue to attend classes at the College.

#### ***Children/Family Housing***

Children are permitted to visit a relative who lives on campus, however, to protect against injury, promote their safety, and provide privacy for campus residents, the following restrictions must apply:

- Children under 12-years-old are not permitted to stay overnight without express written permission from the Housing and Residential Life Office.
- Children must be attended by the CSF family member at all times. They are not permitted to run up and down hallways, stairwells, or public areas and should not be in the care of a non-family member.
- Residents may not provide paid babysitting service in campus housing.

The CSF Department of Housing and Residential Life cannot assume responsibility or liability for children visiting campus housing.

#### ***Guests, Co-habitation, and Camping***

Residents are welcome to bring overnight guests into campus housing with permission of the roommate (if in a double room). Students should check in with their RA when they have a guest so that the RA is aware of who is in the building for safety reasons. All campus and housing policies must be observed and guests must be escorted at all times in campus housing. Students are responsible for the behavior of their guest(s) at all times. Students must get permission from their roommate (if in a double room) before any guest arrives.

Overnight guests are permitted for seven (7) consecutive nights, but not for more than fourteen (14) total nights during each semester. Overnight guests are not permitted during finals weeks or Spring Break without written permission from the Housing and Residential Life Office.

Co-habitation is defined as two people sharing living quarters who are not jointly assigned by the Housing and Residential Life Office to occupy a particular room or apartment. Co-habitation is not allowed in campus housing.

Individuals who have been restricted from campus or from housing may not be guests in campus housing at any time during the restriction. Residents

harboring restricted persons run the risk of being removed from campus housing through the student judicial process.

Non-residents found in campus housing unescorted by a residential student or staff member may be escorted off campus by Campus Security and issued additional restrictions.

No student, or guest, is permitted to sleep in Residence Hall lounges, lobbies, hallways, or other public areas.

No student or guests may camp on College property without a camping permit issued by the Dean of Students Office. Unauthorized tents and temporary structures found on-campus will be immediately removed and all materials or supplies will become the property of the College.

### **DATES OF OCCUPANCY**

Campus housing is only open for occupancy during the dates of the academic year as noted in the College Catalog. When classes cease for vacation at the conclusion of each semester, all campus housing will close at noon on the day following the last scheduled exam date. Exceptions may be made for students who are graduating or who are participating in E&W classes. Students who are not graduating must gain written approval from the Department of Housing and Residential Life for any housing extension. Please note that additional daily or weekly charges may apply to any extensions granted for any reason. The apartments are open during winter break.

### **REFUNDS**

Refunds for housing fees are outlined in the Housing Application and Contract and the Course Catalog. A basic refund schedule is provided here for reference only:

Cancellation after the start of classes prior to completing contract length: Contract termination fee \$500 plus housing refunded by the following schedule for semester:

Cancelled prior to 2<sup>nd</sup> Saturday after the start of traditional classes: daily pro-rated charge for housing.

Cancelled prior to 3<sup>rd</sup> Saturday after the start of traditional classes: 50% refund for housing.

Cancelled on/after the third Saturday after the start of traditional classes: 0% refund for housing.

### **ROOM ASSIGNMENTS, TERMINATION, & CANCELLATION**

The Department of Housing and Residential Life assigns housing spaces. Assignment changes may be requested in writing by the student after the first two weeks of the semester and are subject to approval by the building Area Coordinator. Students who assume residency in accommodations other than those assigned may be subject to fines and/or disciplinary action. The Department of Housing and Residential Life reserves the right

to use vacant housing space at its discretion. Students agree to accept roommates as assigned, to move to another room upon approved request or at the request of the Department in order to consolidate spaces, or to pay for double-as-a-single accommodations when appropriate.

Students wishing to cancel their housing contract must submit the request in writing to the Department of Housing and Residential Life. Students who cancel their housing with the College may be subject to additional charges. Cancellation fees and housing refund policy can be found on the back of the Housing Application and Contract.

Room reservations must be claimed within twenty-four hours after the start of the official first day of classes. Failure to claim the space by such time or to provide written notification of occupancy date will result in cancellation of the contract and will result in a cancellation charge of \$500.00 to the student's account.

Please refer to the Housing Application/Contract for further information.

### **CHECKING OUT OF CAMPUS HOUSING**

To properly check out of a room, a student must follow established check-out guidelines. These include:

- Setting up a check-out time with the RA/Residential Life staff.
- Removing all belongings from the room.
- Cleaning the room.
- Completing the Room Condition Report with the RA.
- Returning keys (both room & entrance) to the RA.

Students must return the room to the same or better condition than at the time of moving in. Students may receive charges for damages to their room and collective damages to common areas. If a student fails to check out properly, s/he will receive a fine for improper check-out and can be assessed additional fines. Students must check out of their residence within 24 hours after their last final exam. Extensions may be requested in writing. Please note that additional daily or weekly charges may apply to any extensions granted for any reason.

Any student who leaves campus housing must remove all personal belongings at the time of move out. Failure to remove items will result in removal charges and the disposal of personal items. The College does not allow storage of personal belongings on campus without the expressed written permission of the Dean of Students.

### **DAMAGES & COLLECTIVE BILLING**

Damages to student rooms are the responsibility of the resident(s) and will be shared equally by all roommates unless individual responsibility can be determined. Depending upon the nature of the damage (broken items, cleanliness, etc.), the resident(s) who occupy the room may face judicial action in addition to damage charges. Residents found responsible for excessive damage to rooms or common areas can be denied future

housing requests. In order to prevent misinterpretation, it is suggested that students inspect their rooms thoroughly and document all existent damages on the Room Condition Report (RCR) upon taking occupancy of a room as well as when vacating the room. Residents should also take care to report damages and/or needed repairs when they occur. This task should be taken seriously and accomplished in detail with the help of one's RA.

Inquiries regarding specific room or common area damage charges may be made in person or in writing to the Housing and Residential Life Office. All formal appeals of damage charges must be made in writing to the Housing and Residential Life Office within 30 days of receipt of the original bill.

Damage to common areas is a more difficult and complicated matter, one that is also the responsibility of each resident. The Housing and Residential Life Office has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Room or common area damage may result in the reassignment or cancellation of the housing contract of those individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that is a floor, wing, or entire building.

Damage charges are used to assist in repairing or replacing damaged items. Damage charges also cover the cost the College incurs as a result of inappropriate behavior, e.g., false fire alarms. Trash or personal belongings in the common areas or exterior of the building may be removed immediately and cleaning charges assessed without prior notice.

Common area damage assessments cannot be appealed since they are not fines. They are made up of the time, materials, and administrative expenses required to correct unusual cleaning or damage situations.

Faulty equipment and damage should be reported to a staff member. If there is damage in a room, do not attempt to repair it yourself because this often increases the cost of the final repairs. College personnel are available for that purpose and can remedy the situation. Work orders for repairs to individual rooms should be submitted through a Resident Assistant.

Common areas may be assessed fines when the responsible party cannot be found. Fines may be for actions on the floor or hall that violate the policies of this Handbook or the College. Fines may be administered as deemed necessary by Residential Life staff or the Housing and Residential Life Office without prior notice.

## **COMMUNITY AGREEMENTS**

### ***Bicycles, Motorcycles, In-Line Skates, and Skateboarding***

Students may store a bicycle in their rooms provided that each roommate agrees (if applicable). For safety reasons, bikes may not be kept in hallways, stairwells, lounges, entryways, laundry rooms, or any other public

areas of campus housing. Motorcycles, motorized scooters, and mopeds may not be stored in campus housing. Bicycles, skateboards, skates, or other wheeled items may not be ridden in College buildings at any time. Students are not to operate any wheeled item in a manner which damages or has the potential to damage college property.

Bicycles should not be secured to trees, benches, sign posts, stairwells, or building pillars. Bicycle racks are provided across campus for the purpose of securing bicycles. Abandoned bicycles (those left after the end of classes in May) become the property of the College and will be removed.

### ***Building, Wing, and Floor Meetings***

Area Coordinators and RAs will post notices about floor, wing, and hall meetings as needed. As a community member, residents are expected to attend these meetings and will be held responsible for all information covered, whether in attendance or not.

### ***Cable Television / Internet***

Basic cable television service and cable modem service is provided in all campus housing facilities, and is included in the room and board fee. Cable modems are installed in each room. Students with questions about computer configurations should contact the Information Technology Department. Students who have problems connecting to the internet should complete a work order through the Resident Assistant or the Housing and Residential Life Office. CSF contracts with Comcast Cable to provide cable television and high speed internet for on-campus students. Residents choosing to use the high speed internet service enter into a User's Agreement with Comcast and are subject to all laws and regulations specified in the agreement.

### ***College Property***

In each area of campus housing, the College has provided furniture for the comfort of residents. College furniture may not be moved outside, into hallways, into storage rooms, or relocated in any way. Students are responsible for any damage that occurs to college furniture that has been moved. Abuse, unauthorized use, and/or removal of college furniture can result in fines and/or campus housing removal.

### ***Laundry***

The College provides laundry facilities located: between A and B wings and between C and D wings of King Hall, on A-200 & B-200 of St. Michael's Hall, in La Salle Hall on A-200, on all floors in Kennedy, and in the apartment complexes. The cost of laundry is included in the room fee.

Problems with machines should be immediately reported to a Resident Assistant or the Housing and Residential Life Office. When reporting a malfunctioning machine, please give the identification number and location

of the machine to the Residential Life staff member to ensure speedy service.

### ***Noise/Quiet Hours***

Students may not make or cause noise that intrudes on the privacy and the needs of others to sleep and study. All hours not specifically noted as “quiet hours” are “courtesy hours.” Noise which can be disruptive to other residents or College employees is prohibited, both inside and outside of campus housing units. Courtesy and consideration for others is expected at all times.

Students must be particularly sensitive to the issue of noise during established “quiet hours,” and understand that these hours extend minimally from 11:00 PM until 8 AM Sunday through Thursday, and from Midnight to Noon on Fridays and Saturdays, but may be established for longer periods of time in different buildings (some floors may be designated 24-hour quiet hours). 24-hour quiet hours go into effect for all campus residential buildings during the final exam periods beginning at 11:00 PM on the last day of class and remain in effect until campus housing closes.

Excessive noise at any hour is not acceptable and at no time should amplified sound or yelling be directed out or at residents’ windows. Students should not play musical instruments in their rooms that may disturb the community. A reasonable level of quiet in the Quad must be maintained, and noise may be deemed disruptive if it can be heard through a closed door or window. Students should respond positively to requests to reduce noise and respectfully approach others with requests for noise reduction.

### ***Room Painting***

Students are not permitted to paint their rooms or common living areas. Students may submit a work order to have their room painted. Housing and Residential Life staff will determine appropriate need for painting.

### ***Room Privacy and Search & Seizure***

If practical, the College will not enter a student’s room unless accompanied by the student or his/her authorized representative. However, living units may be entered without the student’s presence in the following circumstances:

- By authorized College personnel with 48 hours advance notice to ensure that health, fire, and safety regulations are maintained.
- By authorized College personnel without notice to make improvements and repairs and to provide routine maintenance services.
- By authorized College personnel without notice if the student requests repair or maintenance work to be done in his/her living unit.
- By authorized personnel without notice in perceived emergency situations to protect the health and welfare of the student.

- By authorized personnel without notice if there is reasonable belief that College property is being damaged or that any College policy is being violated.
- By authorized personnel without notice for check-in/check-out, for safety checks at holiday breaks, and work orders submitted prior to occupancy.

Prohibited items and/or policy violations that are in plain view may be documented and confiscated. Residents will be referred to the campus judicial process.

Students should not ask any college official (Resident Assistant, Area Coordinator, Campus Security, etc.) to admit them into any room other than their own. Requests for entry to own room (due to a lock out) will require photo ID as proof of identity prior to entry or immediately upon entry if ID is locked in room.

### ***Roommate Mediation and Contracts***

The Department of Housing and Residential Life seeks to place residents with compatible roommates. However, there are times when roommates have difficulty sharing a living space with one another. In this situation, it is important that residents discuss the issues with each other in an attempt to remedy the situation. The RA or Area Coordinator can be a great resource for assisting this process. The RA or Area Coordinator may create a contract that would state acceptable and unacceptable behavior as defined by the residents. Any Roommate Agreement completed as a result of a mediation becomes a supplemental document to the Housing Contract terms and conditions, which are enforceable by Department of Housing and Residential Life. If the contract is broken, the Department of Housing and Residential Life may relocate one of the residents on a space available basis. Room reassignment will not occur during the first two weeks of any semester except under extenuating circumstances.

### ***Sports in Campus Housing***

Sports activities (e.g., Frisbee, football, golf, skateboarding, rollerblading, bike riding) are not permitted in any campus residence due to the potential for property damage and personal injury.

### ***Alcohol and Substance-Free Contracts***

All areas of campus housing should be free of illegal drugs and tobacco products. Certain sections of campus housing are designated as alcohol and substance-free living areas. Residents of these areas are not permitted to use illegal drugs or alcohol, regardless of age, promote alcohol and/or other illegal drug use through posters, or return to the floor intoxicated or under the influence of other drugs. All residents of these floors will be asked to sign an alcohol and substance-free contract further defining acceptable behavior on the floor and suggested consequences for breaking the contract.

### ***Telephones***

Upon check-in, each room will have an active telephone jack, providing basic, local service in the Santa Fe area. Students must dial "4" to get an outside line from any College phone. Phone card calling is the best way to make long distance calls on the College housing phone system. For repair, please submit a work order through the Resident Assistant. Students who have personal cell phones are requested to provide their cell numbers to the Housing and Residential Life Office for ease in communication.

### ***Vending***

Soda and candy machines are located in the main lobbies of St. Michael's Hall, King Hall, Kennedy Hall and LaSalle Hall. Any malfunctions should be reported to the Housing and Residential Life Office immediately.

### ***Work Orders and Repairs***

The Department of Facilities, Planning, and Management works to maintain our facilities and address student issues in a timely fashion. If an item needs attention, please talk to an RA to have a work order submitted and the issue will be addressed as soon as possible. Work orders can also be submitted online. If work orders are not addressed quickly, please contact the Housing and Residential Life Office to report the situation.

## **SAFETY AND SECURITY GUIDELINES**

### ***Personal Safety***

Campus housing is located in buildings that serve as private residences for a large number of students on a campus that experiences a significant number of visits from the public. Therefore, personal safety and security is an important concern and is everyone's responsibility. Students are expected to observe the following guidelines:

- Keep entrance and exit doors closed and locked and do not prop open these doors for any reason.
- Do not loan keys to others. Report lost or misplaced keys immediately to a residential life staff member.
- Do not allow non-building residents to follow you into a locked building. All guests should be escorted by a building resident.
- Report any suspicious people or behavior to a residential life staff member or call Campus Security (x5000/505-424-5000).

### ***Fire Safety***

Students should practice effective fire safety at all times by exercising good judgment and following safety guidelines established or revised for campus housing. Students should seek clarification from a residential life staff member if they are unclear about these standards and guidelines:

- Students should know the meeting location for their building in the event of a fire or other emergency.
- Students should evacuate a building immediately when a fire alarm sounds, and follow directions from College and Safety personnel to designated meeting area.
- Students should not decorate rooms or common areas with flammable materials.
- Students must not activate a fire alarm falsely, engage in inappropriate behavior that causes the fire alarm to sound falsely, or make any false report that might cause a building evacuation. If a student does so, or in any way participates in such action, s/he will be subject to disciplinary action, fine, and possible criminal prosecution.
- Prohibited items in campus housing include, but are not limited to: hot plates, microwave ovens, electric fry pans, halogen lights, incense, smudge sticks, candles, or cinderblocks. Coffee makers with auto shut-off are highly recommended.
- Only UL-approved electric cords and products may be used in campus housing according to manufacturer directions.
- Students should not overload any electrical outlets. "Octopus" outlets and similar devices are prohibited.
- Students should use only those appliances in rooms that are permitted by the Department of Housing and Residential Life. It is the student's

responsibility to seek specific clarification from a Resident Assistant on whether the use of a specific appliance is permitted.

- The only approved ceiling fans in campus housing are those pre-installed in the apartments. Air conditioning units and space heaters are prohibited.
- Smoking of any kind is not allowed in campus housing (including smokeless devices and hookahs).
- In compliance with City of Santa Fe regulations, 42" of egress is required at all exits. This includes balconies and entryways of apartment complexes. Items violating the egress requirement will be removed and disposed. Residents will be charged a removal fee.

Violations of Fire Safety standards put the entire residential community in serious jeopardy and will not be tolerated. Violators face possible fines, campus housing removal, and criminal prosecution.

### **Keys**

Students are responsible for all keys that are issued to them and for their proper use. Students may not lend or permit others to use their keys at any time. Keys may not be duplicated for any reason.

The replacement charge for an exterior door or room key is \$20/key. The fee for changing a lock is \$65. The Department of Housing and Residential Life may require, at the discretion of the Area Coordinator, when a student must pay for a lock change. Students charged for a replacement key will not be refunded if the lost key is returned more than 24 hours after the replacement key is issued.

If students are locked out of their rooms, they may ask their RA or the RA on-duty to let them into their own room. After two (2) complimentary lockout services, students may be charged \$5 for each subsequent lockout.

### **Personal Property Insurance**

Students are highly encouraged to purchase renter's insurance or to extend their parent(s) homeowner's insurance to cover their personal property. Neither the College nor its officials, agents and employees are liable for the loss, theft, disappearance, damage, or destruction at any time or in any place of any property belonging to, used by, or in custody of any resident no matter where such property may be normally used, kept, or stored. Additionally, the College does not accept responsibility for storing students' property. Students are encouraged to store their property off campus at a local storage facility.

### **Prohibited Items**

Items prohibited from campus or campus housing have been detailed in other sections of this handbook. This list is provided for reference and should not be considered exhaustive. Students are encouraged to use common sense when considering whether or not an item is prohibited and

should direct all questions regarding prohibited items to the Dean of Students or the Housing and Residential Life Office.

*Prohibited items on campus*

- Any item prohibited by city, county, state, or federal law.
- Weapons as defined in this handbook.
- Drug paraphernalia.

*Prohibited items in campus housing*

- All items prohibited from campus.
- Kegs, party balls, beer bong, etc. (The amount of alcohol that is possessed in an individual room or apartment must be of an amount to be consumed in a prudent manner by the residents and a reasonable number of guests.)
- Alcohol and/or other drug advertising (door decorations, posters, flyers, empty bottles, cans, and boxes) that can be considered prominent or public display.
- Motorcycles, motorized scooters, and mopeds.
- Air conditioning units and space heaters.
- Hot plates, microwave ovens, electric fry pans, halogen lights, or refrigerators over 3 cubic feet.
- "Octopus" outlets and similar devices.
- Candles, smudge sticks, or incense. Burning or smoking of any kind is prohibited in campus housing (including smokeless devices and hookahs).
- Cinderblocks used to raise furniture.
- Pets other than fish in a fish tank that does not exceed 5-gallons.

*Confiscation of prohibited items*

Any prohibited item found on campus or in campus housing will be confiscated, documented, and turned over to the Dean of Students or the Housing and Residential Life Office to be destroyed, turned over to legal authorities, or returned to the student at the discretion of the Dean of Students. Students will not be compensated in any way for destroyed items.

***Theft***

Any incident of theft should be reported immediately to Campus Security. In order to prevent theft:

- Lock room doors and vehicles at all times.
- Never leave money or valuables in plain view.
- Do not leave laundry unattended.
- Engrave personal valuables with a personal ID number.
- Keep a detailed inventory of personal belongings including photo-documentation, receipts, etc.

- Report suspicious persons immediately to Campus Security.
- Report all losses to the Department of Housing and Residential Life (473-6219) or to Campus Security (x5000 / 424-5000) immediately.

As stated in the CSF Housing Application and Contract, the Department of Housing and Residential Life is not responsible for any missing or stolen items. Students are encouraged to purchase personal property insurance (e.g., renter's insurance) to protect their personal belongings.

#### ***Unauthorized Access***

Students may not enter restricted areas of the campus unless specifically authorized to do so by the Department of Housing and Residential Life or Campus Security. Restricted areas may include, but are not limited to, roofs or window sills of Residence Halls or other college buildings, custodial / maintenance closets, any locked building (without a pass), and storage rooms. Climbing the band shell, trees, sculptures, buildings, etc. will be considered unauthorized access.

Students should not ask any College official (Resident Assistant, Area Coordinator, Campus Security, etc.) to admit them into any room other than their own.

#### ***Windows***

Students may not hang signs or banners in/from exterior windows or ledges in campus housing. Students may not throw any objects from windows. Students may not remove screens, enter or exit any rooms via windows or sit on ledges outside of residence hall windows.

# **STUDENT JUDICIAL AFFAIRS**

## **JUDICIAL AUTHORITY**

The Dean of Students retains ultimate responsibility for the administration of the Student Conduct Code while faculty members have jurisdiction for behavior that occurs within the classroom environment, though the Student Life Office will retain a record of all academic dishonesty and classroom disruption/obstruction incidents.

The Judicial Affairs Coordinator shall develop policies for the administration of the judicial program and procedures for the conduct of hearings that are consistent with provisions of the Student Conduct Code. Judicial procedures are outlined in this Student Handbook and in the Judicial Affairs Procedure Manual found in the Dean of Students Office. The Judicial Affairs Coordinator shall also determine the composition of judicial bodies and determine which Judicial Body shall be authorized to hear each case.

Decisions made by a Judicial Body and/or Judicial Affairs Coordinator shall be final, pending the normal appeals process as outlined in this code.

Generally, College jurisdiction and student discipline shall be limited to student conduct which occurs on property owned or controlled by the College or on trips or activities sponsored by the College, or which adversely affects the College community and/or the pursuit of its objectives. In matters where a student's guest violates College policies, the College will hold the student host responsible for the guest's behavior and may impose sanctions as if the student had committed the behavior.

Any student who violates State, Federal, or Municipal law while on property owned or controlled by the College or on trips sponsored by College entities shall be subject to College judicial action for said offense(s) and to sanctions prescribed by this code in addition to possible prosecution by state, federal or municipal authorities. This applies to violation of any law while students are on College-sponsored outings or trips.

College of Santa Fe gives full cooperation to local law enforcement agencies concerning their investigation and enforcement of city, state and federal laws. Students must realize that the College will not serve as a haven or refuge for violators of the law. If a student violates laws governing such areas as drugs, alcohol, theft, and/or other civil violations, the student must also accept the consequences of such actions. All students will be held responsible for their behavior.

## **JUDICIAL PROCEEDINGS**

Students should understand that the disciplinary procedures of the College are not identical to procedures in criminal or civil cases but are, instead, designed to assure fundamental fairness so that students will be protected from any arbitrary or capricious disciplinary action. The College's

disciplinary procedures will be adhered to as faithfully as possible given all the circumstances of each individual case. Variations in the procedure, which are dictated by particular circumstances, will not invalidate the disciplinary procedures of the College unless these variations prevent a fair hearing.

## CHARGES AND NOTIFICATION

Any member of the College community (students, faculty members, College officials, or staff) may initiate charges against any student or registered student organization for alleged violations of this code or other College policies by filing said charges in writing with the Dean of Students, Judicial Affairs Coordinator, or other designee. All students have the ability to complete an Incident Report at any time to document incidents of concern on campus. The Incident Report form may be found on the CSF website.

Any charge should be submitted within a reasonable time (preferably within three (3) College administrative working days) of the alleged violation.

A student shall be notified by the appropriate College official responsible to the Dean of Students, in writing, of any judicial proceedings instituted to adjudicate said student's alleged misconduct.

Notice to the student shall take place within a reasonable amount of time (if possible, within three (3) College administrative working days) after the appropriate College official has concluded a preliminary investigation of the alleged violation. The student shall have no less than a 24-hour notice, in writing, of scheduled judicial proceedings. Notice shall be considered received upon delivery to a student's current local address as recorded with the College unless the student can show just cause why such receipt substantially impaired adequate notice and preparation for said hearing.

Written notification of judicial proceedings shall include:

1. Time and place of incident review meeting and/or hearing.
2. A statement of the charges brought.
3. A statement of student's rights.
4. The name of the person(s), group, or College office filing said charges.

The College reserves the right to suspend the above provisions of notification in order to expedite judicial proceedings during exams, holidays, and any other period when classes are not normally in session.

## INCIDENT REVIEW MEETINGS AND HEARINGS

***Incident Review Meeting*** – A student who has had charges brought against him/her will be required to meet with the Dean of Students, Judicial Affairs Coordinator or designee for an incident review meeting to discuss the charges, the judicial proceedings, rights of the accused, and the possible sanctions associated with said charges. At the discretion of the Dean of Students, Judicial Affairs Coordinator or designee, a hearing option will be chosen. An accused student may waive the right to a hearing in consideration of a more immediate disposition of the alleged violation.

**Informal Proceeding** – The Dean of Students, Judicial Affairs Coordinator or designee who was responsible for the incident review meeting will also facilitate an informal proceeding if an accused student waives his/her right to a formal hearing in consideration of a more immediate disposition of the alleged violation.

**Academic Department Chair or Vice President's Review** – This procedure is implemented by the Academic Department Chair and/or Vice President for Academic Affairs and is intended to review the status of a student in a faculty member's course. This review may include a mediation between the student and the faculty member or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of advanced, written notice to the student. After consulting with the student and the faculty member (together and/or separately), and with any witnesses, the Department Chair and/or Vice President shall render a decision in writing. The Department Chair's decision may be appealed to the Vice President and the Vice President's decision may be appealed to the College Judicial Board.

**Formal Administrative Hearing** – The Dean of Students, Judicial Affairs Coordinator or designee will act as or appoint a hearing officer to facilitate a formal administrative hearing when necessary. It is the responsibility of the Judicial Affairs Coordinator that all hearing officers have received the appropriate training to ensure due process and a just and fair hearing as provided by this Code. Any and all appeals of decisions by the hearing officer of a formal administrative hearing shall be directed to the Dean of Students.

**Formal Committee Hearing** – When necessary, the Judicial Affairs Coordinator or designee will appoint members to a temporary Campus Judicial Board. The composition of the temporary Campus Judicial Board will be determined by the Judicial Affairs Coordinator or designee in consultation with the Dean of Students. Every temporary Campus Judicial Board will have one (1) non-voting advisor appointed by the Judicial Affairs Coordinator or designee to ensure due process and a just and fair hearing as provided by this Code and shall be the official representative of the College under whose authority the board may act in fulfillment of the provisions of this Code. All recommendations for sanctions decided by the Campus Judicial Board through a majority vote will be sent to the Judicial Affairs Coordinator for final sanctioning and explanation to the student. Any and all appeals of decisions by the Campus Judicial Board of a formal committee hearing shall be directed to the Dean of Students. In the event that the Campus Judicial Board is inoperative, an administrator appointed by the Judicial Affairs Coordinator will conduct an administrative hearing.

**Failure to appear** - The evidence in support of the charges shall be presented and considered even if the accused fails to appear and answer charges. Failure to appear at an incident review meeting or hearing, or failure to reschedule 24 hours before the date and time of the incident

review meeting or hearing, may result in the determining of responsibility for policy violations and, if found responsible, the imposition of sanctions in a person's absence. No recommendation for the imposition of sanctions shall be based solely upon the failure of the accused to answer charges or to appear at the hearing. The accused may reschedule a maximum of three (3) times before the case will be reviewed in his/her absence.

## **RIGHTS OF THE ACCUSED**

To ensure that all judicial proceedings are conducted in a fair and reasonable manner, all accused students are entitled to the following:

- The right to a continuance if just cause for delay can be substantiated and;
- The right to an expeditious hearing and;
- The right to appear in person to answer charges and present witnesses and evidence in support of his/her defense and;
- The right to be accompanied by an advisor of his/her choice and; (Advisors must be from the campus community except when approved by the Judicial Affairs Coordinator. Advisors are to give advice and direction to the student but not to speak in defense or on behalf of the student. Advisors may not serve as a witness to facts in the case, but may speak as a character witness on behalf of the accused.)
- The right to refuse to answer questions of an incriminating nature and;
- The right to have a hearing audio-taped by the Judicial Body and; (This tape recording shall be considered the sole property of the College and shall be considered to be an official College student record of the accused student(s) and, hence, subject to all provisions of confidentiality of student records. Tapes shall be destroyed or erased at the end of the appeal process except for tapes in cases involving suspension or expulsion, which shall be retained indefinitely.)
- Students with documented disabilities have the right to request reasonable accommodations to assist them through the judicial process.

## **HEARINGS**

Hearings shall be conducted by a Judicial Body according to the following guidelines:

- Hearings will be confidential and closed to the general public (i.e., those who are not primary participants, authorized witnesses and advisors, the Judicial Affairs Coordinator or designee, and other members of the Judicial Body).
- Admission of any person to the hearing shall be at the discretion of the Judicial Body and/or the Judicial Affairs Coordinator.

- Where a single incident or occurrence gives rise to charges against more than one student, a student shall be eligible to have a separate hearing if he/she can substantiate the likelihood of prejudice by association.
- The accused student and his/her advisor shall be present during the entire time of the hearing and shall be absent only during times in which the judicial board or administrator is deliberating.
- The charging party, the accused, and the Judicial Body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Judicial Body. If either party is unable to locate or receive compliance from any person asked to testify, that party may seek assistance of the appropriate college administrator. The College, however, may not compel a student to testify against his/her will. The adjudicatory agent may elect not to hear a witness if, in the agent's opinion, such testimony does not directly bear upon the hearing.
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Body at the discretion of the Judicial Affairs Coordinator or designee.
- The Judicial Body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code. All matters upon which a decision should be based must be introduced into evidence during the proceedings. The decision should be based upon careful evaluation of such evidence.
- It is to be understood that all adjudicatory bodies will have access to all past judicial records of that student after they have reached a decision as to the disposition of the alleged violation. This prior record will be used solely for the purpose of determining the type of sanction(s) to be recommended, if any.
- The College adjudicatory agent shall notify the accused student(s) of its findings within the shortest reasonable time after a decision has been rendered. This notice shall be in writing and shall specify the charges for which the accused student has been found responsible or not responsible, and the action, if any, being recommended to the Judicial Affairs Coordinator or designee.
- The charging party may be notified of the recommended sanctions by the adjudicatory agent only in cases of violence or with the written consent of the accused.
- All proceedings, testimony, findings and recommendations of any and all judicial hearings are confidential. The charging party, upon receipt of information regarding the findings and/or recommendation of any adjudicatory agent, shall be bound to keep in confidence such information. Information from disciplinary records are subject to all of the same provisions of confidentiality as other student records.

## DISCIPLINARY SANCTIONS

The purpose of the imposition of sanctions in a student disciplinary hearing is to redirect the student's behavior toward a pattern more acceptable within the College community if such redirection is feasible, or to protect the College community from possible harm or injury from said person, or to give financial redress to a complainant for loss, harm, or destruction of property resulting from the actions of the accused. Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination, upon a student for infractions of the Student Conduct Code:

### CAMPUS HOUSING TRANSFER OR REMOVAL

A student, when deemed necessary, may be removed from his/her present College living unit and relocated to another living unit. Students may also be removed from the College living units completely. In the case of campus housing removal, financial refunds for room and board will follow the refund schedule as outlined in the Course Catalog and Housing Contract.

### DISCIPLINARY EXPULSION

Expulsion is a permanent dismissal from the College. Any recommendation for expulsion is automatically subject to review by the Dean of Students or designee whether or not the student appeals the recommendation of the Judicial Body. In the case of expulsion, financial refunds for tuition, fees, and room and board will follow the refund schedule as outlined in the Course Catalog and Housing Contract. A student's parents or guardians will be notified of a disciplinary expulsion.

### DISCIPLINARY SUSPENSION

If a student is suspended, he/she is deprived of student status and must carry out total separation from the College for a specified period of time. A student placed on suspension will be withdrawn from classes. Conditions of readmission shall be stated in the letter of suspension. Any recommendation for suspension is automatically subject to review by the Dean of Students or designee whether or not the student appeals the recommendation of the Judicial Body. In the case of suspension, financial refunds for tuition, fees, and room and board will follow the refund schedule as outlined in the Course Catalog and Housing Contract. A student's parents or guardians will be notified of a disciplinary suspension.

***Interim Suspension*** – In special circumstances, the Dean of Students or designee may suspend a student forthwith for an interim period of time pending the initiation of a full hearing without undue delay on the merits of the case in accordance with the provisions of this Code. This authority will be exercised only in those situations in which there is reasonable cause to believe a student's alleged behavior is of such a nature as to pose a clear and present threat of harm or injury to person and/or damage to property, or is deemed probable to result in significant obstruction of the mission of the College, or to constitute a substantial threat to the health and well being of persons, and where such alleged misconduct occurs on the premises or

property of the College, or at events scheduled or sponsored by the College.

**Preliminary Hearing** – To invoke interim suspension, the Dean of Students or designee will conduct a preliminary hearing with the student unless it can be shown that such hearing is impossible or unreasonably difficult to provide. This hearing is intended to evaluate the need for permanent suspension, and/or other sanctions to protect the campus community and its members.

### **DISCIPLINARY PROBATION**

Disciplinary probation is a written statement to the student indicating that his/her behavior is of such a nature as to place him/her near removal from the College community. Any student placed on probation will be notified of the terms, which may include restrictions deemed appropriate by the Judicial Affairs Coordinator or designee, and the length of the probation. Parents or guardians may be notified if a student is placed on disciplinary probation. Any conduct in violation of the probation of a similar or more serious nature shall result in the imposition of additional restrictions, suspension or expulsion.

### **DISCIPLINARY SERVICE**

A student is required to complete a specific number of hours of service to the campus or general community and fulfill any educational action associated with the disciplinary service as determined by the Judicial Affairs Coordinator or designee.

### **EDUCATIONAL ACTION AND ASSIGNED PROJECTS**

Educational action and assigned projects designed to assist the accused student in better understanding the overall impact of his/her alleged behavioral infraction may be assigned. Educational action could include mandatory attendance to classes, seminars, or workshops, etc. relating to the alleged policy infraction. Assigned projects could include a term paper, the creation of educational posters, or the planning of an educational program related to the alleged policy infraction. Assigned projects may not include work details except as may be directly related to the alleged offense nor may such assigned projects be of such a nature in scope as to cause undue humiliation or degradation of the accused student. Said assigned projects will be under the direct supervision of the Judicial Affairs Coordinator or designee.

### **ENROLLMENT HOLD, CANCELLATION OF ENROLLMENT AND GRADUATION HOLD**

**Enrollment Hold** – Should a student not respond to a request to meet with the Judicial Affairs Coordinator or designee or if a student should fail to complete assigned sanctions, such College official may either place a hold on the student's account which would prevent the student from enrolling in

subsequent semesters and from receiving transcripts, or may declare a default by the student and impose disciplinary sanctions.

***Cancellation of Enrollment*** – In instances where the Judicial Affairs Coordinator or designee has placed a hold on a student's enrollment for failure to comply with sanctions resulting from a prior informal or formal hearing, such hold may be cleared with the condition that the student's enrollment will be canceled for failure to meet the conditions of the clearance. To be reinstated or to obtain transcripts, student must fulfill all judicial obligations.

***Graduation Hold*** – Should a student not respond to a request to meet with the Judicial Affairs Coordinator or designee or if a student does not comply with already-imposed disciplinary sanctions, then the Dean of Students may place a hold on his/her participation in graduation exercises and his/her diploma. This hold will also prevent transcripts denoting graduation from being released. Diploma and transcripts will be released upon fulfillment of all judicial obligations.

### **FINES AND RESTITUTION**

Fines, when deemed appropriate, may be assigned by the Judicial Body. Restitution is expected when a student's actions damage, deface, or destroy any college or personal property in order to restore said property by replacement or monetary reimbursement unless good cause can be otherwise substantiated. Such restitution shall be in addition to any sanction the Judicial Body may recommend.

Fines and restitution are payable by personal or cashier's check, or cash. In rare circumstances, and with parents' permission, fines and restitution may be added to a student's account. If a student separates from the College prior to paying fines or restitution, the outstanding balance will be added to the student's account, which could result in an account being sent to collections.

### **INFORMAL ADMONITION OR WARNING**

Informal admonitions may be given for less serious offenses without the initiation of formal procedures. All charges referred to the Judicial Affairs Coordinator may be disposed of by mutual consent of Judicial Affairs Coordinator and the parties involved. The accused shall regard the case as closed and may not appeal. Failure to reach a consensus allows either party to request that the case be heard by the appropriate Judicial Body.

### **NOTIFICATION OF PARENTS OR GUARDIANS**

At the discretion of the Judicial Body and following the Student Conduct Code, the Family Educational Rights and Privacy Act, and with the approval of the Dean of Students, notification by letter or telephone may be made by the appropriate administrative officer to the parents or legal guardian of the accused student. A decision involving disciplinary probation, suspension, or expulsion will result in notification to the student's parents or guardians at the College's discretion.

**RECOMMENDATION OF COUNSELING**

The Judicial Body may recommend counseling to the Judicial Affairs Coordinator. The Judicial Body may request the Judicial Affairs Coordinator to direct a student to receive an evaluation or assessment or to attend a prescribed number of counseling sessions with a College Counselor. If such a request is made, the Judicial Body may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the Counselor to help him/her adjust to college responsibilities and issues relevant to the infraction; all other content discussed in the sessions is confidential.

**REPRIMAND**

A reprimand is a written warning to a student that his/her conduct is unacceptable by college standards and policies and that continuation or repetition of the specified conduct may be cause for further disciplinary action. During formal proceedings, the reprimand is the least sanction the Judicial Body may impose if the accused is found to be in violation of this Code. (A reprimand becomes part of a student's disciplinary record, but is not a part of the student's academic record.)

**RESTRICTION**

A restriction upon a student's campus privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the College in any way, the denial of the use of specific facilities or denial of the opportunity to participate in extracurricular activities.

- Campus Housing Restriction: Individuals of this status may not enter any or specific areas of campus housing of College of Santa Fe for any reason or at any time. This may include Post Office area and the Snack Bar.
- Campus Restriction: Individuals of this status may not be present on campus for any reason. This includes College of Santa Fe activities on and off campus.

**BIAS MOTIVATED OFFENSES**

Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, or inclusion in any group or class protected by state or federal law.

**The Judicial Affairs Coordinator and other judicial bodies are not limited to the sanctions listed above, but may impose other sanctions which bear a reasonable relation to the violation for which the sanction is imposed.**

## COMPLETION OF SANCTIONS

- Responsibility - The Judicial Affairs Coordinator will be responsible for ensuring that sanctions have been carried out. As part of an assigned sanction, a student may be required to meet periodically with the Judicial Affairs Coordinator or designee to discuss and assess the progress of the sanction.
- Time period - Where time periods for sanctions are appropriate, they should be designated by the adjudicating body. The time period will be determined at the discretion of the adjudicating body and should always be within reason for the type of sanction imposed. If no specific time period is stated in the sanction, then the term (whether for restrictions, probation, or suspension, etc.) is determined to be one academic year.
- Failure to complete assigned sanctions - Failure to complete assigned sanctions within the specified timeframe constitutes abuse of the judicial system which can result in additional sanctions and/or an enrollment hold.

## APPEAL

An appeal may be made by either party to a judicial action to the appropriate adjudicatory agent through the Dean of Students within three (3) College administrative working days. With the exception of suspension or expulsion, which are automatically subject to review by the Dean of Students or designee whether or not the student appeals the recommendation of the Judicial Body, all decisions or sanctions may be appealed to one level above the original jurisdiction adjudicatory agent. After that point, the appeal route is exhausted. The parties will be informed as to the appropriate individual or body to receive an appeal.

An appropriate letter of appeal should be of sufficient detail to stand on its own merit and should include the following information:

- Student's full name, ID number, and contact information;
- Stated grounds for the appeal (as noted below);
- Rationale for the stated grounds of the appeal.

The adjudicatory agent having jurisdiction shall consider only the following as grounds for said appeals:

- A substantial procedural error has unreasonably impaired either party.
- An unduly hard sanction has been recommended for the accused student.
- New evidence of a substantive nature, which was not available at the time of the original hearing, has been uncovered.
- Substantiated bias on the part of any Judicial Board Member or administrative hearing officer has been identified.

- A sanction, which is considered to be too lenient, has been recommended for the accused.

Any adjudicatory agent in receipt of the appeal may, after review of all available information through a paper review or an actual appeal review meeting, elect to:

- Deny the appeal for lack of adequate grounds or justification for said appeal; or
- Accept the appeal and lessen the sanctions recommended; or
- Accept the appeal and dismiss all charges and sanctions; or
- Accept the appeal, but sustain the decision of the adjudicatory agent of previous jurisdiction; or
- Re-hear the entire case and establish his/her own recommendation, which may call for greater or lesser sanctions than the previous agent.

## **INTERPRETATION AND REVISION**

Any questions of interpretation regarding the Student Conduct Code shall be referred to the Dean of Students or designee for final determination.

## EMERGENCY PROCEDURES

Any crime, emergency or suspicious situation should be reported immediately to the Campus Security/Police Department. You may use any telephone to call 911 at no charge. For other assistance, the Campus Security numbers are:

- CSF Campus Security: x5000 on campus, 505-424-5000 off-campus
- Santa Fe Police Department (emergency): 911 from any phone
- Santa Fe Police Department (non emergency): 505-428-3710

### ***Bomb Threats***

If you receive a bomb threat while on campus, please follow these procedures:

- Do not use cell phones or any electronic equipment since these devices may trigger a bomb.
- Call 911
- Call Campus Security at x5000 or 505-424-5000

Note: Campus Security contacts the Dean of Students who will alert essential campus contacts. Follow the instructions provided by Campus Security for emergency procedures and evacuation as needed.

### ***Evacuation Procedures (Fire)***

In the case of a fire, the fire alarm should be pulled, Campus Security and the Fire Department called, and the building evacuated. Occupants of the buildings should quickly and calmly take the following steps:

- If smoke is present, put on coat and shoes and wrap a towel around the head.
- Leave the room and close the door.
- Exit quickly by the route designated in hallway.
- Notify Campus Security that the building has been evacuated.

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